

## Transfer Request Form

This form is to be completed by CUPE 1356 part-time employees interested in transferring to another unit and/or another part-time classification.

### PERSONAL DETAILS

Name: \_\_\_\_\_  
Surname Given Name

Telephone #: \_\_\_\_\_ Cell phone/Other #: \_\_\_\_\_ Email: \_\_\_\_\_

Employee ID #: \_\_\_\_\_ Current Unit: \_\_\_\_\_

### TO WHAT PART-TIME POSITION(S) ARE YOU SEEKING TRANSFER?

*(Note: You must demonstrate that you meet the minimum job requirements in order to work in another classification)*

Place a check mark in the box of each position where you would be interested in working.  
 If you are not interested in a position please leave the box blank.

#__	Custodial Services:	Custodian/Groundskeeper (Sat/Sun) <input type="checkbox"/>	Custodian <input type="checkbox"/>	Custodian (Fri/Sat Nights) <input type="checkbox"/>
#__	Housing Services: Glendon	Housing Custodian / Maintenance Helper <input type="checkbox"/>	Housing Custodian <input type="checkbox"/>	
#__	York Apts			
#__	Undergraduate			
#__	Transportation & Parking Services:	Custodian <input type="checkbox"/>	Bus Driver 1 <input type="checkbox"/> <i>(requires CZ licence in good standing, 2yr recent experience driving large passenger vehicles, successful completion of a driving assessment)</i>	
#__	Grounds:	Groundskeeper (Sat/Sun) <input type="checkbox"/>		

### SKILLS & WORK EXPERIENCE

*( please enter the number of years of experience beside the appropriate heading and indicate you have the required skill set or specific qualification by checking the corresponding box )*

Cleaning	<input type="checkbox"/>	Ontario G Licence	<input type="checkbox"/>	Floor Scrubbers / Buffers	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	Ontario DZ Licence	<input type="checkbox"/>	Carpet Cleaners	<input type="checkbox"/>
Landscape machinery	<input type="checkbox"/>	Ontario CZ Licence	<input type="checkbox"/>	First Aid/CPR	<input type="checkbox"/>
Power/Hand tools	<input type="checkbox"/>	Pesticide Certificate	<input type="checkbox"/>	Power Washers	<input type="checkbox"/>
Other Related Skills (specify):	<input type="checkbox"/>				

### AVAILABILITY

Are you available to work weekends?  YES  NO Friday – Sunday

Are you available to work evenings?  YES  NO Typically 3:30pm–12:00am

Are you available to work nights?  YES  NO Typically 11:00pm–7:30am

Are you available to work days?  YES  NO Typically 7:30am–4:00 pm; 8:00am–4:30pm

Are you available to work at the Glendon campus?  YES  NO

### ADDITIONAL INFORMATION

*(Please provide any other relevant information you feel we should know)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

Submit this form to 1045 Physical Resources Building or place in the drop box outside of room 1055 PRB