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.

<table>
<thead>
<tr>
<th>#</th>
<th>Custodial Services: Custodian/Groundskeeper (Sat/Sun)</th>
<th>Custodian</th>
<th>Custodian (Fri/Sat Nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Housing Services: Housing Custodian / Maintenance Helper</td>
<td>Housing Custodian</td>
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<td>York Apts</td>
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<td>Undergraduate</td>
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<td></td>
<td>Transportation &amp; Parking Services: Custodian</td>
<td>Bus Driver 1 (requires CZ licence in good standing, 2yr recent experience driving large passenger vehicles, successful completion of a driving assessment)</td>
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<td></td>
<td>Grounds: Groundskeeper (Sat/Sun)</td>
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</tbody>
</table>

**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
  - Ontario G Licence
- Maintenance
  - Ontario DZ Licence
- Landscape machinery
  - Ontario CZ Licence
- Power/Hand tools
  - Pesticide Certificate
- Other Related Skills (specify): ______________

**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