



## Transfer Request Form

### SECTION A: TEAM MEMBER INFORMATION

Full Name \_\_\_\_\_ Todays Date: \_\_\_\_\_

Home Store \_\_\_\_\_ Date of Hire \_\_\_\_\_

Transfer Store \_\_\_\_\_ Transfer Request Date\* \_\_\_\_\_

\*Must be Approved 2 weeks in advance

### SECTION B: REASON FOR TRANSFER

Scheduling Issues

Human Resources Issues

Transfer Location Store is Understaffed

Employee is Requesting the Transfer

Home Store is Overstaffed

Manager is requesting the Transfer

Other

If Other please explain: \_\_\_\_\_

### SECTION C: TYPE OF TRANSFER

Position

Rate

Temporary

### SECTION D: EMPLOYEE LOCATION

Working at both locations

Only Working at New Location

Executive Manager Approval: \_\_\_\_\_

New Location Manager Approval: \_\_\_\_\_

### SECTION E: HUMAN RESOURCES USE ONLY