



REQUEST FOR CONSIDERATION FOR ANOTHER POSITION FORM

ASPIRA, Inc. of Pennsylvania and its affiliates is an equal opportunity employer. Requests to transfer to another position, shall be considered after at least one year of ASPIRA and its affiliates employment. We do want encourage you to look to ASPIRA as your career path. We believe this standard demonstrates commitment to ASPIRA and the job you have or will be committing to. Requests for special consideration will be reviewed on a case by case basis.

CURRENT INFORMATION:

Employee Name: _____ Date of Request: _____

Current Dept. or School _____ Position: _____

Current Supervisor: _____

Length of Time at ASPIRA: _____ Time in Current Position: _____

CAREER OBJECTIVE: Please review qualifications required of the position **AND attach a current resume.**

Seeking consideration for what posted position: _____

Department: _____

Interviewing Supervisor Name: _____

NOTIFICATION:

Notification of current supervisor: _____
Supervisor signature _____ Date _____

OUTCOME:

Interviewed: _____ yes _____ no if yes date of interview: _____

Final Outcome: _____ Selected (refer to Transfer/Promotion Authorization form)
_____ Not Selected (return form to HR)

When staff was notified _____

Return completed form to Human Resources