

# Broome County Department of Personnel

Barbara J. Fiala, Broome County Executive • Michael W. Klein, Personnel Officer



Broome County Office Building • 44 Hawley Street • P.O. Box 1766 • Binghamton, New York 13902  
(607) 778-2185 • Fax (607) 778-6117 • Website: www.gobroomecounty.com

## REQUEST TO BE PLACED ON TRANSFER LIST

I, \_\_\_\_\_, request that my name be placed on the Broome  
(print name)

County transfer list for the following title: \_\_\_\_\_  
(print)

I understand that my name will remain on the transfer list for **six months**. At that time, if I am still interested in transferring, I must submit another request.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Department/Agency Where Employed: \_\_\_\_\_

Any restrictions (if there is only one specific agency in which you interested, please indicate here):  
\_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Department of Personnel use only:

Date of Permanent Appointment: \_\_\_\_\_ Eligible List #: \_\_\_\_\_

Probationary period completed: \_\_\_\_\_

Approved title for transfer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_