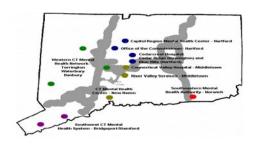


DMHAS Postings, Employment Application and this form can be found on the DMHAS website at: www.ct.gov/dmhas/employmentopportunities



DMHAS Lateral Transfer Request Form **PLEASE SUBMIT TO THE FACILITY LISTED ON JOB POSTING**

This form should be used ONLY BY DMHAS employees seeking a lateral transfer (DMHAS employee's current title MUST BE SAME as classification/title posted) within DMHAS or:

DMHAS employees who are promotional candidates must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

Individuals not employed by DMHAS who are seeking consideration for an employment opportunity at DMHAS must complete, in its entirety, a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

<u>DMHAS Employment Services - I am applying to the following lateral transfer opportunity:</u> Position Apply for/Classification: **Position Number** Shift/Schedule/Rotation Division/Unit Facility Within the last twelve (12) months, have you accepted a lateral transfer that changed your shift or location? yes no If yes, describe the transfer: **Detailed on the posting** are special requirements for this position. I have the following special requirements: bilingual – Languages: Name Employee # **Street Address** Town Zip Code Work Telephone # (include area code) Home Telephone # (include area code) Cell # (include area code) **Present Facility** Division/Unit **Present State Job Title Present Shift** Present Hours (e.g.35,37.5,40) Name Immediate Supervisor Telephone # (include area code) I certify that the statements made by me on this form are true and complete to the best of my knowledge and are made in good faith. **Employee Signature** Date **Employment Services USE ONLY** _ As of: _ Seniority: Representative Initials

SS#: