

**K-State Student Union  
Internal Application for Transfer or Promotion**

- This form is only to be used by Union Support Staff (USS) in order to apply for an internal USS position opening.

**To be completed by employee:**

Name: \_\_\_\_\_  
                            First                            Middle                            Last

Today's date: \_\_\_\_\_ Primary phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position requesting consideration for: \_\_\_\_\_

I have verified with the human resource department that I meet the minimum qualifications for the position I am requesting consideration for:

I feel the following background, experience, education and skills makes me a good candidate for this position:

I have attached my résumé:  (*A résumé is required to be attached to this document.*)

I affirm the information contained in my résumé is true and accurate. I understand that falsifying my education, skills and experience is an offense that may result in disciplinary action, up to and including termination.

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

*The completed form, along with a résumé must be submitted to the human resource office by the close of the position opening in order to be considered. Missing or incomplete information will render this request invalid and the employee will not be considered to have applied.*

**For HR Use Only**

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Date Received: \_\_\_\_\_ Interview Conducted: Yes  No

Employee meets MQs: Yes  No  Employee is in good standing: Yes  No