

OPSEU LATERAL TRANSFER REQUEST FORM

MUST BE REGULAR/CLASSIFIED STAFF

NAME: _____ **WIN.#:** _____

HOME ADDRESS: _____
(including postal code)

TELEPHONE: (H) () (B) () (Cell) () ()

E-MAIL ADDRESS: _____

MINISTRY: _____ **CONTINUOUS SERVICE DATE:** _____
(mm/dd/yy)

FULL-TIME **PART-TIME** | **BILINGUAL**
Flexible Part-Time **Flexible Part-Time** | **YES** **NO**
(1500 Annual hrs) (1000 Annual hrs)

DETAILS OF HOME POSITION	DETAILS OF REQUESTED POSITION
POSITION TITLE: CLASSIFICATION TITLE & JOB CODE: <small>EG: Executive Officer 1, 03521</small> BRANCH/FACILITY: WORK LOCATION: TELEPHONE: OPSEU LOCAL #:	POSITION TITLE: CLASSIFICATION TITLE & JOB CODE: <small>EG: Executive Officer 1, 03521</small> BRANCH/FACILITY: WORK LOCATION: (specific address if available): If listing more than one location, please list in order of preference. TELEPHONE: OPSEU LOCAL #:

REASON FOR REQUEST:

Pursuant to section 41 (a) of the Freedom of Information and Protection Act, I _____, Hereby consent to the use of information about me for the purpose of consideration for a lateral transfer.

DATE

EMPLOYEE SIGNATURE

E-mailed requests from your e-mail account do not require an affixed signature

EMPLOYEE NAME: _____

WIN.#: _____

1. Forward your completed request to your home position work location Regional Recruitment Centre (RRC). See below, request will be held for one year.

- Central RRC E-mail, CareersCentral@ontario.ca Fax: 905-433-0642
- Eastern RRC E-mail, CareersEast@ontario.ca Fax: 613-548-0106
- Northern RRC E-mail, CareersNorth@ontario.ca Fax: 705-564-9165
- Toronto RRC E-mail, CareersToronto@ontario.ca Fax: 416-327-8993
- Western RRC E-mail, CareersWest@ontario.ca Fax: 519-439-7785

2. Copy OPSEU Job Security Unit by email to disclosure@opseusupport.com or by fax to (416) 448-7462.

3. When a vacancy matching the requested position arises, the Employee Mobility Coordinator will forward the request to the Hiring Manager. Upon approval the Employee Mobility Coordinator will forward to the OPSEU Job Security Officer for review and approval.

ROUTING: (for internal use only)

	DATE RECEIVED	DATE FORWARDED
1. Employee Mobility Coordinator		
2. Hiring Manager		
3. OPSEU Job Security Unit		

APPROVALS

OPSEU Job Security Unit Head Office

MINISTRY (Hiring Manager)

Signature: _____

Name & Position: _____

PLEASE PRINT

PLEASE PRINT

DATE: _____

Employee Mobility Coordinator use only:

Surplus Clearance #:

Date Cleared:

Date of Transfer: