

BROADWAY SERVICES INCORPORATED

PROMOTIONAL BID, CHANGE, AND TRANSFER REQUEST

EMPLOYEE'S NAME: _____ SS#: _____
 CURRENT JOB TITLE: _____ CURRENT SHIFT: _____
 HIRE DATE: _____ CURRENT ACCOUNT: _____
 EMPLOYEE PHONE NUMBER: _____

I would like to be considered for the following change(s):

	From (current job)	TO
POSITION		
WORK LOCATION OR ACCOUNT		
POST		
SHIFT		
WORK SCHEDULE		
STATUS (FULL-TIME/PART-TIME)		

EMPLOYEE'S QUALIFICATIONS: _____

EMPLOYEE'S SIGNATURE: _____ DATE SUBMITTED: _____

SUPV/MGR'S RECOMMENDATIONS: _____

SUPV/MGR'S SIGNATURE: _____ DATE: _____

This form must be completed and signed by your Supervisor or Manager. Promotions or account transfer requests will immediately be forwarded to the Human Resources Office by your Supervisor/Manager. All other change requests will be retained in your current department for consideration of the next available opportunity for which you may qualify. The disposition of your bid will be returned to you when a decision has been made regarding your request. To be eligible for consideration, it is preferred that you have been in your current job at least six (6) months and considered to be in good standing.

TO BE COMPLETED BY THE SUPERVISOR/MANAGER OR HUMAN RESOURCES

DISPOSITION OF BID: _____

SIGNATURE: _____ DATE: _____