



Clerical Transfer List Request Form

Members of the Administrative Clerical (NP-3) bargaining unit, please utilize this form to request transfer to a different department on campus. Upon receipt of this form, the HR recruitment team will add your information to the Clerical Transfer list. At the time a clerical position is posted, HR will notify you to apply for the position if interested.

Today's Date: _____

First Name: _____ Last Name: _____

Current Title: _____

Current Department: _____

CCSU Phone: _____

CCSU E-mail: _____

Current schedule: Full Time Part Time

If part-time, how many hours do you work per pay period?

Please list departments of interest (if any department will suffice, please leave this area blank):

Please email completed form to HumanResources-1@mail.ccsu.edu