**Internal Transfer Application Form – Children’s Safeguarding and Social Work**

### Social Work Internal Transfer Application Form

**PART ONE:** For completion by the employee requesting transfer

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date in current post: \_\_\_/\_\_\_/\_\_\_

I request a transfer to the following Service Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Statement in support of transfer (why do you wish to transfer) |
| Current working arrangements (please identify current working patterns, indicating whether you require this pattern to be honoured) |
| Current study commitments (please detail time, frequency and purpose of planned study) |
| Are there any identified areas for development or specific training needs required to fulfil the role? If yes, please state what these are. |

**PART TWO:** To be completed by current manager

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| Is the above named member of staff currently being formally managed for poor performance, sickness absence or conduct? **(Please indicate)**: Yes / No  I accept this request for a transfer **(Please indicate):** Yes / No  If yes, please state the date of last appraisal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Please attach a copy of the latest IPR documentation to this application form)  If you are not accepting the request for a transfer, please detail your reasons below:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***FOR USE OF HR GENERAL OFFICE***

Does this transfer require additional pre-employment checks:

□ DBS (Check ESR)

Has the new contract/change of contract letter been sent to the employee? YES / NO