

LATERAL TRANSFER REQUEST FORM

(PLEASE PRINT CLEARLY)

REGULAR/CLASSIFIED INSTITUTIONAL SERVICES STAFF ONLY

LATERAL TRANSFER ELIGIBILITY CRITERIA

- Must hold a full-time or part-time classified position within the Ontario Public Service
- Employees may only laterally transfer to a vacancy in the identical job, the identical classification and in the same Ministry, in accordance with their Collective Agreement

NAME: _____ **WIN #:** _____

E-MAIL: _____ **OTHER E-MAIL:** _____

MAIN CONTACT #: _____ **OTHER CONTACT #:** _____

CONTINUOUS SERVICE DATE
(as indicated in WIN): _____

REGULAR FULL-TIME **REGULAR PART-TIME** **DESIGNATED BILINGUAL**

DETAILS OF HOME POSITION	DETAILS OF REQUESTED LOCATION
POSITION: CLASSIFICATION: INSTITUTION:	POSITION: CLASSIFICATION: INSTITUTION(S): <small>(If listing more than one location, list in order of preference)</small>

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

EMPLOYEE SIGNATURE

DATE

INSTRUCTIONS

- Send completed form to Karen.Earhart@ontario.ca at the Transition Unit OR by fax to 519-661-6182, AND to the OPSEU Job Security Unit at OPSLateralTransfers@opseu.org