



State of Connecticut Human Resources  
**Placement On Statewide Transfer List Request Form**

Form #: CT-HR-5  
 Revision Date: 12/2003

TO: Department of Administrative Services, Human Resources Business Center, 165 Capitol Avenue, Hartford, CT 06106, ATTN: Jeannette Rheume (Fax #860-622-2879 or email <jeannette.rheume@po.state.ct.us>)

State employees may request to be placed on the statewide transfer list for their present class (if permanent status has been attained), as well as deemed comparable classes. **NOTE: Transfer lists are not maintained by DAS for any Clerical or Health Care Non-Professional bargaining unit positions or any unclassified positions.**

An employee completes their portion of the form and signs it, authorizing request. The form is then submitted to DAS, HRBC for review and processing. The approved original request will be retained in the DAS, HRBC files. An approved copy will be returned to the employee requesting transfer.

I request placement on the following transfer list(s):

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Current Agency: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Employee's Present Class Title: \_\_\_\_\_

Would you be interested in any classifications which are deemed comparable to your current class within the same salary group? \_\_\_\_\_ Yes \_\_\_\_\_ No

Within a lower salary group? \_\_\_\_\_ Yes \_\_\_\_\_ No

Location(s) desired (List each city.): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Employee Requesting Transfer

**FOR DAS HUMAN RESOURCES OFFICE USE ONLY BELOW THIS POINT**

Current class code: \_\_\_\_\_ Salary Group: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

In accordance with your request, we have placed the above referenced employee on the Statewide Transfer List for two years, for the following class(es):

Class Title(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Effective Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Expiration Date

\_\_\_\_\_  
 DAS HRBC Representative

\_\_\_\_\_  
 Date

