



TRANSFER REQUEST

Regal Marine encourages its team members to seek out new and challenging opportunities within the company. To apply for an open position, please complete the sections below under Team Member and return to Human Resources.

TEAM MEMBER

Current Information

Name		Employee Number
Team Leader	Department	Phone Number
Signature		Date

Transfer Request

Position	Department
Please describe your qualifications for this position.	
Why are you requesting this transfer?	

HUMAN RESOURCES

Approval

Date Received	Notify Managers of Request	Interview Scheduled	Follow-up sent to Team Member
<input type="checkbox"/> No	If no, please explain why.		
<input type="checkbox"/> Yes	Offer Made	Transfer Date	Department
	Title	Grade/Skill Level	Supervisor
	Pay Rate	Premium	Next Review
	Notes		

TRANSFER POLICY

To be eligible to request a transfer, the team member must have completed six months of service and not have been in the coaching process within the last 60 days. After receiving a transfer, one year of service in the position is required before becoming eligible to transfer again. Regal Marine reserves the right to deny any transfer request and may initiate transfers when business necessitates.