

**REQUEST FOR TRANSFER**  
FORM 9-10M 6/2002

**HUMAN RESOURCES DIVISION**

To be filled out in duplicate and all forms sent to the Human Resources Division. Do not use this form for change in classification to a position in a higher grade or for a position having substantially dissimilar requirements for appointment. A request for transfer from Official to Labor Service must be accompanied by a statement containing promotional bulletin posting information as required by G.L. Ch. 31, §29 and, in addition, it must be stated that the person selected is the best qualified of those applying (G.L. Ch. 31, §36).

To the Personnel Administrator  
Civil Service Unit  
One Ashburton Place, Boston, MA 02108

City/Town \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

Request is made for approval of the permanent or temporary transfer of:

Name \_\_\_\_\_ SSN \_\_\_\_\_ Effective date \_\_\_\_\_

**PRESENT PERMANENT POSITION**

Department \_\_\_\_\_  
Division \_\_\_\_\_  
Title \_\_\_\_\_

**POSITION TO WHICH TRANSFER IS PROPOSED**

Department \_\_\_\_\_  
Division \_\_\_\_\_  
Title \_\_\_\_\_

Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ If temporary,  
state why and period for which transfer is requested  
\_\_\_\_\_

FT \_\_\_\_\_ PT \_\_\_\_\_ Intermittent \_\_\_\_\_ Reserve \_\_\_\_\_

FT \_\_\_\_\_ PT \_\_\_\_\_ Intermittent \_\_\_\_\_ Reserve \_\_\_\_\_  
Voluntary \_\_\_\_\_ Involuntary \_\_\_\_\_

Duties (*Actual* duties must be stated in detail. Continue on other side of form if necessary.)

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Reason why this transfer is for the public good \_\_\_\_\_

Signature of officer authorized by law to make appointments (in department requesting transfer) \_\_\_\_\_  
Title: \_\_\_\_\_

I hereby consent to the transfer of \_\_\_\_\_  
Signature of officer authorized by law to make appointments (in department in which employee has permanent status) \_\_\_\_\_  
Title: \_\_\_\_\_

I consent to this transfer. I understand that my seniority is not affected by a temporary or involuntary transfer but is affected by a voluntary permanent transfer from a position in one department to a position in another department.

Signature of Employee \_\_\_\_\_