

## REQUEST TO BE PLACED ON TRANSFER/ REINSTATEMENT LIST

I, \_\_\_\_\_, request that my name be placed on the Broome  
(print)  
County transfer/ reinstatement list for the following title: \_\_\_\_\_.  
(print)

I understand that my name will remain on the list for **six months**. At that time, if I am still interested in transferring/ being reinstated, I must submit another request.

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

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

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Department/Agency Where Employed: \_\_\_\_\_

Any restrictions (if there is only one specific agency in which you are interested, please indicate here):  
\_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Department of Personnel use only:</b>	
Title: _____	Date of Permanent Appointment: _____
Eligible List #: _____	Date probationary period completed: _____
Approved title for transfer/ reinstatement: _____	
Signature: _____	Date: _____

Jurisdiction	Probationary Period upon <u>Reinstatement</u>		Can be waived?
	Separation less than one yr	Separation more than one yr	
Same	No probation	New probation	no
Different	New probation	New probation	no

Transfer	Probationary Period upon <u>Transfer</u>		Can be waived?
	Probation		
Same jurisdiction	8-26 weeks		With written notification to transferee and PO
Different jurisdiction	8-26 weeks, but no right to return w/o LOA		With written notification to transferee and PO