



EMPLOYEE TRANSFER APPLICATION

Springfield Utility Board is an Equal Opportunity Employer. We comply with all local, state and federal laws and appropriate affirmative action executive orders. We do not discriminate against any person in employment, treatment, or participation in our programs and benefits on the basis of age, sex, race, color, national origin, veteran status, religion, marital status, sexual orientation, mental or physical disability, or other protected status in accordance with applicable law. We are a drug free, weapon free and smoke free workplace.

THE EMPLOYEE TRANSFER APPLICATION MUST BE COMPLETED IN FULL EVEN IF A RESUMÉ IS ATTACHED

GENERAL INFORMATION

Name _____
Last First

Current position _____ Hire date _____

Division _____ Department _____

Position(s) applying for _____

Is the position for which you are applying one in which you would act as a supervisor for, or be supervised by, a family member? Yes No
 If yes, explain _____

If you are a veteran, you may be eligible for veteran's preference in promotion opportunities. Please review, complete and submit the Veterans' Preference Form and verification documents outlined on page 3 to determine if you are eligible for veterans' preference.

EDUCATION / APPRENTICESHIP

Schools	Name, City, State	Subjects, Trade, or Major	Number of Years	Did you complete training or did you graduate?	Diploma, Degree, or Certification
High School / GED	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
College	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
Apprenticeship	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe _____
Other related coursework, seminars, or training programs _____					

TRADE AND TECHNICAL SKILLS

Summarize skills such as equipment, tools, or machinery you are proficient in operating, or any other qualifications that substantially relate to the position(s) you are applying for:

MILITARY TRANSFERABLE SKILLS

Summarize skills obtained through military education or experience that substantially relates, directly or indirectly, to the position(s) you are applying for:

OFFICE AND OTHER SKILLS

<input type="checkbox"/> Keyboarding _____ wpm	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Billing/Collections	<input type="checkbox"/> Bilingual – Language(s)	<input type="checkbox"/> Email
<input type="checkbox"/> 10 key _____ kph	<input type="checkbox"/> Excel	<input type="checkbox"/> Data entry _____		<input type="checkbox"/> Fax
<input type="checkbox"/> Switchboard	<input type="checkbox"/> Access	<input type="checkbox"/> Other software _____		<input type="checkbox"/> Copiers
<input type="checkbox"/> Personal computers	<input type="checkbox"/> PowerPoint	_____		<input type="checkbox"/> Printers
<input type="checkbox"/> Customer service	<input type="checkbox"/> Windows	<input type="checkbox"/> Other skills _____		<input type="checkbox"/> Scanners
<input type="checkbox"/> Cashiering	<input type="checkbox"/> Outlook	_____		

EMPLOYMENT BACKGROUND – Attach additional pages if more space is needed. Volunteer work may be attached.

List your four most recent jobs in order, starting with your current job.

1. Springfield Utility Board		Your title
Reason for desiring to transfer? _____		
Job duties _____		
2. Next former employer		Your title
Address		Supervisor
City / State / Zip		Telephone
Dates of employment: From _____ to _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/week
Reason for leaving? _____		
Job duties _____		
3. Next former employer		Your title
Address		Supervisor
City / State / Zip		Telephone
Dates of employment: From _____ to _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/week
Reason for leaving? _____		
Job duties _____		
4. Next former employer		Your title
Address		Supervisor
City / State / Zip		Telephone
Dates of employment: From _____ to _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/week
Reason for leaving? _____		
Job duties _____		

This Employee Transfer Application will only be active for the duration of the job posting for which I have applied. I hereby certify that the statements made on this Employee Transfer Application (and any attachments submitted by me, including the Veterans' Preference Form, if applicable) are true and complete without omission to the best of my knowledge and agree to have any of the statements verified by SUB.

Signature of Employee _____ Date _____



**SPRINGFIELD UTILITY BOARD
Veterans' Preference Form**

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment or promotion preference. Please read the following checklist carefully and check the box for each item that applies to you. If you need further explanation, or have special circumstances, please call Human Resources at 541.726.2398.

IN ORDER TO BE ELIGIBLE TO RECEIVE VETERANS' PREFERENCE, THIS COMPLETED FORM AND THE REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT. PREFERENCE WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION.

A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one box below and provide proof of eligibility by submitting a copy of your form DD-214 or DD-215 that includes your discharge status.

- I served on active duty with the Armed Forces of the United States:
 - For a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions; or
 - For a period of more than 178 consecutive days beginning after January 31, 1955 and was discharged or released from active duty under honorable conditions; or
 - For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
 - For 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans' Affairs; or
 - For at least one day in a combat zone and was discharged or released from active duty under honorable conditions, **or**
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from activity duty under honorable conditions; **or**
- I am receiving a nonservice-connected pension from the United States Department of Veterans' Affairs.

Please see the next page for applicable definitions.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box below and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or DD-215, Certificate of Release or Discharge, Copy 4, and
 2. A public employment veteran's disability preference letter from the United States Department of Veterans' Affairs (unless the information is included in the DD-214 or DD-215 form.) To order the letter, call 1-800-827-1000 and request a public employment preference letter.
- I have a disability rating through the United States Department of Veterans' Affairs; **or**
 - I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; **or**
 - I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name Service Number

Signature of Employee Date

Position(s) applied for _____

DEFINITIONS

Armed Forces means the United States Army, Navy, Marine Corps, Air Force and Coast Guard, including the reserve components thereof. (Title 38 USC Part I Chapter 1 Section 101). Reserve components mean:

- (a) The Army Reserve;
- (b) The Navy Reserve;
- (c) The Marine Corps Reserve;
- (d) The Air Force Reserve;
- (e) The Coast Guard Reserve;
- (f) The Army National Guard of the United States; and
- (g) The Air National Guard of the United States.

Active Duty does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer, or member of an organized reserve or a National Guard unit.

Combat Zone means an area designated by the President of the United States by executive order in which, on the dates designated by executive order, the Armed Forces of the United States are or have engaged in combat.

Veteran means a person who:

- (a) Served on active duty with the Armed Forces of the United States:
 - (1) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
 - (2) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
 - (3) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;
 - (4) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans' Affairs; **or**
 - (5) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
- (b) Received a combat or campaign ribbon, or an expeditionary medal, for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; **or**
- (c) Is receiving a nonservice-connected pension from the United States Department of Veterans' Affairs.

Disabled Veteran means a person who has a disability rating from the United States Department of Veterans' Affairs, a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, or a person who was awarded the Purple Heart for wounds received in combat.