

Initial Internal Application for Transfer or Advancement Consideration

Notice: This form is intended solely as a means for you to communicate potential areas of interest and applicable work experience to management. Completion of this form in no way implies an obligation or interest on the part of the employer to commit to a job/position change. Updated applications are welcome as your work and educational experience develops.

CURRENT INFORMATION

Name: _____ Date of Application: _____

Position: _____ Department: _____ Store: _____

When were you first employed in this position? _____(mm/dd/yy)

Describe your current job responsibilities:

Why do you desire a change from this position/location?

If you could change two things about your current job, what would they be?

1. _____
2. _____

What are your two biggest motivators that stimulate your interest and dedication to work at Ancira?

1. _____
2. _____

What is your current estimated earnings in this position? \$ _____ [] monthly [] weekly

What is your desired timeframe for making a change? [] immediate
[] 30-60 days
[] 90 or more days
[] Long Term Career Plan
[] Other _____

FUTURE Planner

If the transfer/advancement opportunity is in a different city (San Antonio, Boerne, Temple, Ft. Worth/Alvarado, Denton, Eagle Pass, Floresville), would you be willing to relocate? Yes No
Are there any exceptions to your answer? _____

Describe the position(s) you seek: (You may name job titles or be less specific. It's up to you.)

Why do you think the above position/s is right for you?

What action are you taking to prepare yourself for the specific demands of the position?

What earnings range are you anticipating for the new position? From \$ _____ to \$ _____
[]monthly or []weekly

How do you feel this change would benefit the employer?

NOTICE: The employer offers no guarantee of a transfer's success, availability, suitability, or permanency. Interviews with prospective management and/or other representatives may be required of you on a case-by-case basis. An interview is not a guarantee of transfer or an indication of future transfers or promotability. Transfers are considered on a discretionary basis to satisfy the best interest of the employer, but without regard to any legal protected status or condition of the employee. The employer may, at its discretion, elect to review documents and materials provided or created during the course and scope of the employment relationship to evaluate suitability of a transfer/promotion. Former misstatements or omissions may impact current employability. At no time is any guarantee of employment or continued employment offered, made or implied. Employment is subject to the at will employment doctrine of Texas as explained in the employee handbook. By signing below, the employee acknowledges the terms stated and that no contract or offer of continued or future employment exists.

Employee Signature

Date

OBTAIN THE FOLLOWING MANAGER SIGNATURES PRIOR TO FORWARDING TO ANCIRA TEAM SERVICES:

Department Manager

General Manager

XFERADVANCE.doc OFFICE USE ONLY: HR Rect. _____ []GMs []P/R []VPO []Select Site/s