



**LATERAL TRANSFER INFORMATION REQUEST**  
**Santa Barbara County Human Resources Department**

Print Name of Current/Former Employee Seeking Lateral Transfer: \_\_\_\_\_

List job class(es) held by the employee identified above.	Employment Dates From – To	Describe the type of qualifying or competitive exam(s) that were used to test applicants for the jobs listed below.
<b>Example:</b> <i>Police Officer</i>	<i>6/98-11/03</i>	<i>Written Exam, Physical Agility Test, and Oral Exam</i>
Job #1		
#2		
#3		

**Please enclose copies of the job specifications for each job listed above.**

<b>Please answer the following questions about your agency:</b>	YES	NO	
Do you have Personnel Rules/Policies on recruitment, examinations, and selection that were adopted by your Board of Supervisors or similar body?			
Do you conduct open and competitive recruitments, e.g. post flyers, advertise?			
Do you ensure that candidates meet the minimum job requirements when tested, appointed, and promoted?			
Do you use selection procedures that are job-related and maximize validity, reliability, and objectivity, in accordance with the Uniform Guidelines on Employee Selection?			
Do you establish employment lists based on a ranking system and select candidates from employment lists?			
<b>Please answer the following questions about the current/former employee named above:</b>	YES	NO	JOB#
Is/was the employee covered by your Personnel Rules/Policies?			
Did the employee achieve either permanent or probationary status in each of these jobs? If No, identify job(s) by number.			
Are/were any of these appointment(s) at-will (i.e. employee has/had no appeal rights to a Civil Service Commission or similar body)? If Yes, identify job(s) by number.			
Is/was the employee considered a contractor? If Yes, identify job(s) by number.			
Were these appointment(s) the result of qualifying or competitive examination(s)? If No, identify job(s) by number.			
Has the employee performed satisfactorily in these job(s)? If No, identify job(s) by number.			
Has the employee been separated or considered for separation because of misconduct or poor performance? If Yes, identify job(s) by number.			

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_