

CUSTODIAN ONLY
Promotion and Transfer Application for
Full-time Custodian Positions Represented by 32BJ

Boston University
 Charles River Campus
 Office of Human Resources
 25 Buick Street, 2nd Floor
 Boston, MA 02215
 (617) 353-2380
 www.bu.edu/hr



Boston University
 Medical Campus
 Office of Human Resources
 609 Albany Street, 1st Floor
 Boston, MA 02118
 (617) 353-2380
 www.bu.edu/hr

- This application is for internal candidates applying for **custodian** positions represented by 32BJ
- Complete entire application (you may attach a resume to this application)
- All sections are a requirement to be filled in.
- An application will **only** be accepted for **open** posted positions
- An application submitted after the bid posting date will **not** be accepted
- Applications for open positions must be submitted to either the Office of Human Resources, on the Charles River Campus at 25 Buick Street, 2nd Floor or to the Office of Human Resources on the Medical Campus at 609 Albany Street, 1st Floor, Boston, MA 02218

BID POSTING INFORMATION (Please Print)

Date of Application	Position applying for: CUSTODIAN	Campus availability (indicate where you are able to work) <input type="checkbox"/> Charles River <input type="checkbox"/> Medical <input type="checkbox"/> NEIDL <input type="checkbox"/> All	Bid Posting Number
Shift Availability (check all that apply) <input type="checkbox"/> DAY <input type="checkbox"/> EVENING <input type="checkbox"/> NIGHT		Please indicate days you are able to work <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	

PERSONAL INFORMATION

Name (Last) (First) (Middle)	UID Number	
Current mailing address	Phone Number	E-Mail Address

EDUCATION RECORD

High School/Vocational School/ GED	City, State	Dates Attended	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course
College/ Additional Schooling	City, State	Dates Attended	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Degree

SUMMARY of QUALIFICATIONS

Please list any special licenses, specific skills or certificates that would be relevant to this opening:

CURRENT BOSTON UNIVERSITY EMPLOYMENT

Area/Location	Current Job <input type="checkbox"/> Limited Part-time Custodian <input type="checkbox"/> Full-time Custodian	Date of Hire
Job Duties		
Reason for Change	Supervisor's Name	

OTHER EMPLOYMENT and EXPERIENCE (Please include other CURRENT and PAST employment)

Name of Employer	City, State	Title	Dates Employed(month/year to month/year)
Job Duties			
Job Duties (continued)		Reason for Leaving	
Name of Employer	City, State	Title	Dates Employed(month/year to month/year)
Job Duties			
Job Duties (continued)		Reason for Leaving	

Your Signature _____ Date _____ Date Of Hire _____

PROMOTION AND TRANSFER PROCESS FOR CUSTODIAN POSITIONS REPRESENTED BY 32BJ

All custodian vacancies represented by BJ32 will be bid posted within Facilities Management and Planning and on the Office of Human Resources bulletin boards on both the Charles River and Medical Campuses. Applications for Promotion and Transfer will be accepted for posted custodian positions during the internal bid posting period only.

TO APPLY FOR A PROMOTION OR TRANSFER FOR CUSTODIAN POSITIONS

- Submit a completed Promotion/Transfer application for full-time custodian positions represented by BJ32 directly to the Human Resources Office on the Charles River Campus at 25 Buick Street, 2nd Floor or to the Human Resources Office on the Medical Campus at Medical Campus at 609 Albany Street, First Floor, Boston, MA 02118.
- This application is only to be used when applying for bid Custodian positions represented by BJ32.
- Use the “Promotion and Transfer Application for Positions represented by BJ32” to apply for all other BJ32 bid positions including Lead Custodian.
- You will receive a receipt acknowledging that your application has been received. Please retain that receipt.
- Applications must be filled out completely. You may attach a resume to the application.
- On the application, please indicate the “shifts” you are available, the “campus” where you are able to work as well as the “days of the week” that you are able to work.
- Put the specific Bid Posting Number(s), as noted on the actual Custodian Bid Posting, on your application.
- Once you have submitted your Promotion and Transfer Application for a Custodian Position, the last four digits of your UID and your date of hire will be used as your identifier on the Promotion and Transfer Applicant List which will be posted. The List will be in seniority order.
- The Promotion and Transfer Applicant List is subject to change based on the applications received during the open custodian bid posting period.
- Once you have submitted your Promotion and Transfer Application for a Custodian Position, it is not necessary to submit another application for other custodian postings unless you want to change your shift availability or any other relevant information effecting your application.
- You should review the posted Promotion and Transfer Applicant List to ensure the accuracy of your information. If you should have any questions about your information, please contact the Office of Human Resources at (617)353-2380.