

# Promotion and Transfer Application for Positions Represented by L615 SEIU

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



Boston University  
 Medical Campus  
 Office of Human Resources  
 715 Albany Street – 560  
 Boston, MA 02118  
 (617)638-4610  
 www.bu.edu/hr

- This application is for internal candidates applying for positions represented by L615 SEIU
- Complete entire application (you may attach a resume to this application)
- An application will **only** be accepted for **open** posted positions
- A **separate** application must be submitted for **each open** position
- An application must be **submitted each time** you apply for an open position
- 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, 2<sup>nd</sup> Floor or to the Office of Human Resources on the Medical Campus at 560 Harrison Ave, 4<sup>th</sup> Floor

Date of Application	Position of Interest	Department	<b>Bid Posting Number</b>
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## PERSONAL INFORMATION (Please Print)

Name (Last) (First) (Middle)	UID Number
Current mailing address	Home phone
Shift Preference (for Custodian openings) <input type="checkbox"/> DAY <input type="checkbox"/> EVENING <input type="checkbox"/> NIGHT	Alternate/cell phone
Please indicate days you are able to work (for Custodian openings) <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	

## 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

Department	Title	Telephone	Dates Employed(month/year to month/year)	# hours/week
Job Responsibilities				
Reason for Change	Supervisor	Supervisor's Title	Telephone	

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

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

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please see reverse side for instructions)

## **PROMOTION AND TRANSFER PROCESS FOR POSITIONS REPRESENTED BY SEIU L615**

All vacancies represented by SEIU L615 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 positions during the internal bid posting period only.

### **TO APPLY FOR A PROMOTION OR TRANSFER**

- Submit a completed Promotion/Transfer application directly to the Human Resources Office on the Charles River Campus at 25 Buick Street, 2<sup>nd</sup> floor or to the Human Resources Office on the Medical Campus at 560 Harrison Ave, 4<sup>th</sup> floor.
- 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.
- Put the specific Bid Posting Number, as noted on the actual Bid Posting, on your application.
- Complete a separate application for each open position.
- You must reapply each time a position you are interested in applying for is posted.
- If your qualifications meet the minimum qualifications as stated in the Bid Posting, you will be contacted if an interview is necessary.
- If your qualifications do not meet the minimum qualifications as stated in the Bid Posting, you will receive a notification form from Human Resources notifying you that you are not eligible.
- An applicant need not possess the “Preferred Qualifications” stated in the Bid Posting in order to be considered qualified to apply for that position.
- You will have two business days upon receipt of the notification form to submit additional information to support your application.

Please contact the Office of Human Resources at (617)353-2380 with questions for the Charles River Campus or (617)638-4610 for questions on the Medical Campus.