

Please complete this application and return it Kylie Abegg, Talent Acquisition Specialist at [kabegg@hchmd.org](mailto:kabegg@hchmd.org) along with your PDF resume.

Additionally, you will need to connect with your supervisor and let them know you are applying for a new position before completing this application. Let the Talent Acquisition Specialist know in your email that this step has been taken.

DATE:

NAME:

CURRENT DEPARTMENT:

SUPERVISOR:

CURRENT POSITION TITLE:

START DATE AT HEALTH CARE FOR THE HOMELESS:

TIME IN PRESENT JOB:

**I HEREBY MAKE APPLICATION FOR THE POSTED POSITION OF:**

**WHY ARE YOU APPLYING FOR A TRANSFER?**

**WHAT QUALIFICATIONS DO YOU POSSESS FOR THIS NEW POSITION?**

**I ALERTED MY CURRENT SUPERVISOR AND CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND ACCURATE.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**ATTACH COPY OF CURRENT RESUME IN PDF FORM**

**RETURN APPLICATION AND RESUME TO HUMAN RESOURCES**

**\* NOTE: Staff Members must have completed their 6 month introductory period and be in good standing before applying for other positions at Health Care for the Homeless.**

Email [kabegg@hchmd.org](mailto:kabegg@hchmd.org) if you have any questions.