



State of Connecticut

### Placement On Statewide Transfer List Request Form

Form #: CT-HR-5

Revision Date: 9/2011

TO: DAS – Statewide Human Resources Management – 672 Elmwood Drive – Hartford, CT 06103

ATTN: Vickey McCray (Fax# 860-622-2886 or e-mail [Vickey.McCray@CT.GOV](mailto:Vickey.McCray@CT.GOV))

State employees may request to be placed on the statewide transfer list for their present job class if permanent status has been attained.

**NOTE: Transfer lists are not maintained by DAS for any Clerical or Health Care Non-Professional bargaining unit positions or for any unclassified positions.**

Procedure: Eligible employee completes the “Employee” section of the form and checks desired location (s) on next page, and signs the form to authorize their request for transfer. The employee then submits the form in its entirety to DAS-Statewide Human Resources Management for review and processing. Once approved, the original request is retained in the DAS-Statewide Human Resources Management files. An approved copy will be returned to the employee at the Home Address listed below.

**IMPORTANT:** Please check the [DAS Website - State Employment Page](#) to find out about and to apply for vacancies in State agencies, universities and colleges. Indicate you are on the Statewide Transfer List when you submit your application material.

**THIS SECTION IS TO BE COMPLETED BY THE EMPLOYEE**

I request placement on the Statewide Transfer List.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Current Agency: \_\_\_\_\_

Phone Number during the day: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (include area code)

Social Security Number: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Employee’s Class Title: \_\_\_\_\_

I am interested in transferring to the location (s) identified on Page Two of this form.

\_\_\_\_\_  
Signature of Employee Requesting Transfer

\_\_\_\_\_  
Date

**THIS SECTION FOR DAS-STATEWIDE HUMAN RESOURCES MANAGEMENT USE ONLY**

Class code: \_\_\_\_\_ Salary Group: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

In accordance with your request, your name has been added to the Statewide Transfer List for the following class:

\_\_\_\_\_

Your name will remain on this list for a period of two years unless you request that it be removed or unless you have submitted another request at the expiration of two years.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Effective Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
DAS-Statewide HR Management Representative

\_\_\_\_\_  
Date

## EMPLOYMENT DISTRICTS

Check the box(es) for **ONLY** the district(s) in which you will accept employment. Indicate your choice of location preference(s) in the left hand column by checking the appropriate box (es) where you are willing to work. Not all jobs are used in all locations. Names will be certified by location only at the request of the appointing authority. Location preferences may be changed by submitting a written request to DAS-Statewide Human Resources Management.

- A  All Locations
- B  Greenwich, Stamford, New Canaan, Darien
- C  Norwalk, Wilton, Weston, Westport
- D  Fairfield, Easton, Monroe, Trumbull, Shelton, Stratford, Milford
- E  Bridgeport
- F  Redding, Ridgefield, Danbury, Bethel, Newton, Brookfield, New Fairfield, Bridgewater, Sherman, New Milford  
Roxbury, Washington, Kent, Warren
- G  Morris, Litchfield, Harwinton, New Hartford, Torrington, Goshen, Cornwall, Sharon, Salisbury, Canaan,  
North Canaan, Norfolk, Colebrook, Winchester, Hartland, Barkhamsted
- H  Thomaston, Bethlehem, Watertown, Woodbury, Southbury, Middlebury, Beacon Falls, Naugatuck, Prospect,  
Waterbury, Wolcott, Cheshire
- I  Oxford, Seymour, Ansonia, Derby
- J  West Haven, Orange, Woodbridge, Bethany, Hamden, North Haven, East Haven, North Branford, Wallingford, Branford, Guilford,  
Madison, Clinton
- K  New Haven
- L  Meriden
- M  Plymouth, Bristol, Burlington
- N  Berlin, Southington, Plainville, New Britain
- O  Avon, Farmington, West Hartford
- P  East Hartford, Manchester
- Q  Hartford
- R  Granby, Canton, Simsbury, Suffield, East Granby, Windsor Locks, Windsor, Bloomfield, East Windsor  
South Windsor Ellington, Vernon, Tolland, Stafford, Willington
- S  Enfield, Somers
- T  Newington, Wethersfield, Rocky Hill
- U  Union, Ashford, Mansfield, Chaplin, Hampton, Windham, Scotland, Lebanon
- V  Cromwell, Portland, Middletown, Middlefield, Durham, East Hampton, Haddam, East Haddam, Chester, Essex,  
Killingworth, Deep River, Westbrook, Old Saybrook
- W  Lyme, Old Lyme, East Lyme, Salem, Montville, Waterford, New London, Ledyard, Groton, Stonington North Stonington
- X  Bozrah, Franklin, Norwich, Sprague, Lisbon, Preston, Griswold, Voluntown
- Y  Woodstock, Thompson, Putnam, Pomfret, Eastford, Brooklyn, Canterbury, Plainfield, Sterling, Killingly
- Z  Glastonbury, Marlborough, Colchester, Hebron, Columbia, Andover, Bolton, Coventry