

Promotion and Transfer Application for Positions Represented by 32BJ
(NOT FOR CUSTODIAL APPLICANTS-APPLIES TO ALL OTHER 32 BJ POSITIONS)

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 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
- 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, 2nd Floor or to the Office of Human Resources on the Medical Campus at 609 Albany Street, 1st Floor, Boston, MA 02218

Date of Application	Position of Interest	Department	Bid Posting Number
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PERSONAL INFORMATION (Please Print)

Name (Last)	(First)	(Middle)	UID Number
Current mailing address			Phone Number
Shift Preference (for Custodian openings) <input type="checkbox"/> DAY <input type="checkbox"/> EVENING <input type="checkbox"/> NIGHT		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	
			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

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 _____

PROMOTION AND TRANSFER PROCESS FOR POSITIONS REPRESENTED BY 32BJ

All vacancies represented by 32BJ 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, 2nd Floor or to the Human Resources Office on the Medical Campus at 609 Albany Street, 1st Floor, Boston, MA 02218.
- 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 e-mail from Human Resources notifying you that you were 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.

If you have any questions, please contact the Office of Human Resources at (617)353-2380.