



The J. Paul Getty Trust
Human Resources

1200 Getty Center Drive, Suite 400
Los Angeles, CA 90049-1681
www.getty.edu

Employee Transfer Application

Use this transfer application if you are an employee of the J. Paul Getty Trust.
Please fill out the reverse side of this application completely and provide signature below.

A. The Transfer Process

Current job openings are posted at the Getty and on www.getty.edu. The postings give the name, location, and description of each new job opening. As an "eligible" employee, you may apply directly for a job opening by sending the original of the Employee Transfer Application to the Human Resources Specialist for the hiring program/department. All employees, including those seeking transfer within their own program/department, must use this procedure to apply for a transfer.

B. Who Is Eligible to Use the Transfer Procedure

Generally, an application for transfer will be considered only if (1) you have been in your present position for at least six months, and (2) your most recent performance review is "Meets Expectations."

C. Completing the Application

You must complete a new application for each job for which you wish to apply.

Be specific about your past and present job duties and your job-related skills, knowledge, and abilities. If you need more room, attach a supplemental sheet or résumé that provides further detail. (A résumé may not be substituted for a completed application form.)

D. Application Routing

Send the transfer application to the Human Resources Specialist for the hiring program/department, as listed on the job posting, and keep a copy for yourself.

E. Notification and References

If you wish, you may request information about a job opening on an informal basis. A Human Resources Specialist will be able to assist you with this informal inquiry.

You are encouraged to inform your supervisor when you file a transfer application. If you choose not to inform your supervisor at the time of your application, you *must* do so before a formal offer can be made to you. At that point, the hiring program will contact your present supervisor and others to obtain information about your qualifications for the job.

Certification

I certify that all statements on this application are true and complete to the best of my knowledge. I understand that any falsification of this record may be considered cause for termination.

Signature of Applicant

Date

Job Title of Position Sought

Date Listed

Hiring Program /Department

Personal Information

Last Name _____ First Name _____ M.I. _____

Program /Department _____ Business Telephone (_____) Home Telephone (_____)

Six months in present position? Yes No Latest performance evaluation of "Meets Expectations"? Yes No

Work Experience

List your present job first and then previous positions, Getty or non-Getty.

Present Job Title _____ Program /Department _____

Supervisor _____ Salary _____ Start Date _____

Job Duties _____

May we contact your current supervisor? Yes No If NO, please explain: _____

Job Title _____ Company /Department _____

Supervisor _____ Ending Salary _____ Start Date _____

Job Duties _____ End Date _____

Reason for Leaving _____

Job Title _____ Company /Department _____

Supervisor _____ Ending Salary _____ Start Date _____

Job Duties _____ End Date _____

Reason for Leaving _____

Education and Training

School Attended	Name/Location	Course/Major	Circle Last Year Completed	Diploma /Degree Earned
High School			1 2 3 4	
College			1 2 3 4	
Graduate/Professional/ Trade School, or Other			1 2 3 4	

Skills, Knowledge, and Abilities

Languages: _____
 Speak Typing _____ wpm Software _____
 Shorthand _____ wpm Other job-related skills _____
 Read Word Processing _____ wpm _____
 Write Calculator/10 key _____

Please read and sign reverse side of this transfer application.