

# ONA STANDING REQUEST FORM 2024

Please send all ONA Standing Request forms to: [InternalPostings@kingstonhsc.ca](mailto:InternalPostings@kingstonhsc.ca)

**PLEASE NOTE:** It is the responsibility of the employee to accurately complete this form. An up-to-date Candidate Profile within Career Hub is required to successfully complete your standing request application. Employees are required to identify all relevant qualifications and certifications on their profile in Career Hub. Please direct any questions regarding job competitions to the applicable email address above. Only employees selected for interviewing will be contacted.

Although multiple position status' may be elected, only one Department/Unit may be requested per ONA Standing Request Form. Please submit additional ONA Standing Requests for each Department/Unit requested.

Job postings are subject to the provisions of the Attendance Management Policies. Please refer to the Attendance Management Policies for more information

## ONA Standing Request for Transfer:

<b>Position Title</b>					
<b>Department/Unit</b>	<b>Status</b>	8hr (7.5)FT <input type="checkbox"/>	12hr (11.25) FT <input type="checkbox"/>	<b>Site</b>	HDH <input type="checkbox"/>
		Part-Time <input type="checkbox"/>	FTWW <input type="checkbox"/>		KGH <input type="checkbox"/>
		Casual <input type="checkbox"/>			

## Applicant Information:

<b>Last Name</b>		<b>First Name</b>		<b>Employee ID#:</b> <i>(can be found on your electronic payslip)</i>	
<b>Home Phone #:</b>		<b>Work Phone #:</b>		<b>Cell Phone #:</b>	

## Current Position

From:	To:	Position Title <sup>1</sup>	Department/Unit	Status (FT, PT, Temp)	Manager Name and Extension	Site
						HDH <input type="checkbox"/>
						KGH <input type="checkbox"/>

## Terms and conditions

- By signing below, I agree that I have read and understand the job posting for this position and I confirm I meet the minimum requirements.
- I understand that I must be physically capable of performing the essential responsibilities of this role.
- I understand that a completed Candidate Profile or updated resume in Career Hub is required to be considered a complete application.
- I understand this Request for Transfer is effective for the calendar year 2024. It shall become active as of the date it is received via email by Recruitment and will remain so until 2024 December 31, or until I successfully transfer into the position requested.
- I understand that if I wish to withdraw this Request for Transfer form, that I must notify Recruitment in writing.
- I hereby declare that the information contained on this form and within my resume to be true and complete.

Signature: \_\_\_\_\_ (Submissions via KHSC email is acceptable as signature)

Date (yyyy/mm/dd): \_\_\_\_\_

**Note:** All emails regarding this Request for Transfer will be delivered via your KHSC email account. To be considered for a transfer, this completed form must be received by Recruitment, on or before the posted application deadline.

**Note:** A Standing Request will only be accepted via this form. Applications made via Career Hub do not serve as a Standing Request.

If you have any questions regarding this form, or the application process, please contact the Recruitment Team ([recruitmentadmin@kingstonhsc.ca](mailto:recruitmentadmin@kingstonhsc.ca))