

**BLOOMSBURG UNIVERSITY  
BLOOMSBURG, PENNSYLVANIA 17815**

**OFFICE OF HUMAN RESOURCES AND LABOR RELATIONS**

**SENIORITY BIDDING, TRANSFER AND INTERNAL APPLICANT REQUEST FORM**

*Instructions: Please print or type all information requested below.*

I hereby request to be considered for the \_\_\_\_\_  
(Classification)

\_\_\_\_\_ position posted on \_\_\_\_\_.  
(Announcement number) (Date of posting)

**CHECK ONE**

- ( ) I am seeking promotion to a position by exercising my Master Agreement Seniority. I am aware of the conditions identified below.
- ( ) I am internal applicant not exercising a seniority claim, and am not eligible for transfer under the provisions of Article 29, Section 10.
- ✓ All employees in the classification immediately below the vacancy within the seniority unit are eligible to bid.
  - ✓ Bid rights do not apply to entry-level positions or for positions designated as confidential. Employees in other classifications who wish to be considered for the position may express their desire to receive consideration by submitting this form and a Merit Systems Employment Application or current resume.
  - ✓ This request form and a Merit Systems Employment Application or current resume (if needed) must be received by the Office of Human Resources and Labor Relations within the posting period.

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Signature and date)

\_\_\_\_\_  
(Personnel number)

\_\_\_\_\_  
(Current classification)