

# New Position Request

**Instructions:** This form is used by current CCP employees to apply for a different position within the company. Submit the completed form to the Human Resources Specialist:  
*Fax:* 651-209-1824,  
*Mail:* CCP, Attn: HR Specialist,  
 1885 University Ave, Suite 190, St. Paul, MN 55104

**Note:** CCP may not be able to honor your request for a change in position for various reasons. You will be contacted if the change is approved. Until then, you are expected to continue working your current position.

Date:	First Name:	Last Name:	
Phone Number:		E-Mail Address:	
Your current position:			
Position you are applying for:			
Please indicate your current level of education:			
Level	School Name	Major	Graduation Date
High School Diploma/GED			
Associates Degree			
Bachelor's Degree			
Graduate Degree			
Please list any skills/abilities you have that would enable you to be successful in this position? _____ _____			
Do you have any accommodation needs which may require adaptation of job duties, tasks, or work environment?    ___Yes ___No			
I understand that by completing this form I am only requesting a change to my current position and that my request may be denied by Human Resources for various business reasons. If my request is denied I will continue working my current position.			
Signed: _____			
<b>Human Resources Use Only</b>			
Current Manager Ref: <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Reason Denied:	
HR Manager Ref: <input type="checkbox"/>	Offer: <input type="checkbox"/>	Effective Date:	
File Reviewed: <input type="checkbox"/>	Employee Notified: <input type="checkbox"/>	Job Code:	
Notes:			