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| **Employee Transfer Request Form** | | | |
| **Date\*：** | | | |
| **Requester\*** |  | **Department\*** |  |
| **Desired Department\*** |  | **Job Title\*** |  |
| **Transfer Deadline\*** |  | **Transfer Method\*** |  |
| **Transfer Reason\*** |  | | |
| **Job Responsibilities\*** |  | | |
| **Educational Requirement** |  | | |
| **Major Restriction** |  | | |
| **Gender Preferences** |  | | |
| **Work experience** |  | | |
| **Language requirements** |  | | |
| **Computer Skills** |  | | |
| **Professional qualifications** |  | | |
| **Other conditions** |  | | |