

REGISTRATION FOR TRANSFER

NAME: _____
DATE: _____
LIIDS NUMBER: _____
E-MAIL _____
HOME ADDRESS _____
PHONE _____ TEXT MESSAGE _____

I hereby request permission for an administrative transfer. I am eligible for an administrative transfer because (check each item that applies):

- My permit is currently valid
- I am currently employed under a one-year contract that will expire in 30 days or less
- My permit expired less than 15 days ago
- I am applying for an administrative transfer under other circumstances

I understand that I have an obligation to keep my contact information (e-mail, address, phone number) current with the Department and if I change any of these, I need to report the change to Employment Services within five days. I can provide an e-mail address of a friend or translator in order to get faster communications from the Department but, if I do, I am responsible for making sure that person gives me promptly any information that comes from the Department.

I understand that it is my obligation to find a new employer and bring to Employment Services, within 30 days of the date of my registration, a completed Employer Intent Form.

I understand that under Commonwealth law, as a foreign national worker, I am not allowed to pay any fees in connection with my transfer with the exception of the permit fee (\$25.00) which is paid to the Immigration authority. Under Commonwealth law, my employer is responsible for payment of fees for a transfer.

I understand that the Commonwealth law provides for a preference in employment of U.S. citizens and permanent residents and that any job may be filled by a qualified U.S. citizen or permanent resident who applies within the time the job vacancy is held open.

I acknowledge receipt of a Notice of Procedures and Deadlines, and an Employer Intent Form. I understand that no agent may submit or sign any document for me in connection with a transfer, but an agent or translator may accompany me at any time.

Applicant

Employment Services intake staff