

# Initial Internal Application for Intercompany Transfer Consideration

Notice: Completion of this form in no way implies an obligation or interest on the part of the employer to permit transfer, although this form is available in good faith to present opportunities for associates to request a transfer. You may or may not be required to assist in training a replacement as part of the terms. Don't initiate solicitation of another Ancira job opportunity at a different store or department without first obtaining signatures below. Introductions are arranged when opportunities exist the employer finds potentially of mutual benefit. Read the back of this form for further guidance.

## CURRENT INFORMATION

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_ Store: \_\_\_\_\_

When were you first employed in this position? \_\_\_\_\_(mm/dd/yy)

1. Describe your current job responsibilities:

\_\_\_\_\_

2. What is your current work schedule? \_\_\_\_\_

3. Describe the relocation or position you seek: \_\_\_\_\_

4. What is your goal with this change? \_\_\_\_\_

5. What earnings range are you anticipating for the new position? \$ \_\_\_\_\_ [ ]WEEKLY [ ]MONTHLY

6. What work schedule do you expect? \_\_\_\_\_

7. How do you feel this change will benefit the employer?

\_\_\_\_\_

8. What is your estimated timeline for this change? [ ]<30 days [ ]30-60 days [ ]6 months [ ]Long-term career path [ ]Other:

NOTICE: Each dealership is independent. The employer can offer no guarantee of a transfer's success, availability, suitability, or permanency. Interviews with prospective management and/or other representatives may be required of you on a case-by-case basis. An interview is not a guarantee of transfer or an indication of future transfers or promotability. Transfers are considered on a discretionary basis to satisfy the best interest of the employer, but without regard to any legal protected status or condition of the employee. The employer may, at its discretion, elect to review documents and materials provided or created during the course and scope of the employment relationship to evaluate suitability of a transfer/promotion. Former misstatements or omissions may impact current employability. At no time is any guarantee of employment or continued employment offered, made or implied. Employment is subject to the at will employment doctrine of Texas as explained in the employee handbook. By signing below, the employee acknowledges the terms stated and that no contract or offer of continued or future employment exists.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**OBTAIN THE FOLLOWING MANAGER SIGNATURES, THEN FORWARD THE COMPLETED FORM TO [TEAMSERVICES@ANCIRA.COM](mailto:TEAMSERVICES@ANCIRA.COM)**

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Management signatures do not necessarily mean approval. These signatures are for acknowledgment purposes only.

internalxfer.doc

OFFICE USE ONLY: HR Rect.

PR Rect.

[ ] Bus Mgr 1 [ ] Bus Mgr 2

**It is against company policy for any manager or employee to solicit or discuss a transfer without the employee first going through his/her direct authority.** This policy assures chain-of-command serves its purpose. Employees can request a Transfer/Advancement Application from their Supervisor or Department Manager or find it on [ancira.org](http://ancira.org)>Forms. Once complete, your GM will send it to Human Resources for review.

## Guidelines

- There is no wasted experience here. Every challenge overcome and contribution you make where you are placed builds your value. The more time invested, the more reliable you will prove yourself to be. Willingness to ADAPT and CONTRIBUTE are ever-evolving targets. If we are not adapting, growing, and contributing continually, we are not moving forward. CONTRIBUTE where you are planted. Make it the BEST it can be! The expectation is to perform in the job you are hired to do for a minimum of 6 months before seeking to move.
- Being at work AND on-time reliably; willing to take-on unglamorous tasks that need doing; noticing when someone needs a hand and helping; following the company's rules, your manners when you answer the phone, working safely, and exceeding expectations all count! Be a positive role model for others. Producing consistent, quality work results in the Job you are hired to do, and reflecting our value of our customers earns recognition.
- When you have learned to produce high value work consistently, demonstrate your ownership of your duties in your current job title, help nurture others to be best at their job. Not that you "know it all", but if you have found an efficient and noteworthy way to do something well: SHARE IT.
- It takes 2 years for a new hire to fully develop expertise in the role they are hired to do. Expertise isn't just about knowing the job itself, it's also about knowing the customers you work with, the people/peers who are part of your Team, the trust you build with that Team, your respect for the culture and expectations of the Company, your involvement in helping others, your knowledge of procedures, and priorities, your trustworthiness and reliability, and many other, hard to label factors that make you difficult to replace.
- You will be expected to invest the time necessary to train your replacement.
- Ancira prides itself on promoting from within, but not every request can be fulfilled. There is rarely a shortage of willing and capable Associates who are seeking recognition for growth into bigger roles and responsibilities.
- Ancira will seek to provide opportunities based upon merit, contribution, performance, and tenure first.
- Decisions are at the discretion of management.

## Seeking more Responsibility? Inform your Manager

**Follow chain-of-command.** It is part of our culture and a simple matter of policy to inform YOUR SUPERVISOR FIRST when you want to be considered for more responsibility. You also don't want to be "jumping the line" ahead of you. Others with longer tenure may already be in consideration. A request does not equate to a Transfer. Understand that "not now" doesn't necessarily mean "never".