**APPENDIX 1**

**VOLUNTARY TRANSFER REQUEST FORM**

 **Full Name:**

 **Current Location:**

Contact Number and Email:

 Location/Specialism requested:

 Please give brief details of reasons for requesting a transfer**:**

**I have read and understood the Probation Board for Northern Ireland Voluntary Transfer and Mobility Policy and Procedure and wish to request an internal transfer as outlined above.**

**Signature: Date:**

**Line Manager Comments**

**Signature: Date:**

**This form should be returned to HR.**

**human.resources@probation-ni.gov.uk**