

MARCC

West Virginia Carpenter Training Center

Mark Estlack
Chairman

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Odie R. Parkins, Jr.
Training Coordinator



Request for Transfer of Employment

I, _____ hereby request a transfer of employment for the purpose of advancing my skills and improving my future endeavors by attaining knowledge and experience in a variety of skill sets within the carpentry trade.

I have worked in my current position for a period of _____ (years / months / hours) circle one

I have primarily performed (list type of work) _____

My Current Employer: _____

My Current Supervisor/Foreman: _____

Supervisor/Foreman contact number: _____

I understand that should the JATC/Trustees act upon my request, I am subject to a period of unemployment if employment outside of my current skill set is not available. I also understand that I am still subject to the terms of the Disciplinary Policy to which I am signatory and the terms of the Uniform Referral Procedure that may be found at my Local Union hall. I understand and accept that I may not be employed for an extended period after leaving my current employment while seeking additional skills and that I am aware that simply leaving my current employment does not entitle me to employment of equal rate, hours, location, conditions, or length of employ. I also understand that I may not act on my own for the reason stated in this request and that I may only follow the actions provided by the JATC/Trustees under the concerted guidance of my Service Representative and Coordinator/Director of the JATC.

I would like to pursue skills and experience in (state your intended skill) _____

Signature _____

Date _____

This request shall not be acted upon unless all information is presented. This request shall not used as a means by which to leave unsatisfactory employment. The Director/Coordinator or their designate shall verify and determine the validity of the request prior to bringing the request before the Service Representative of the area(s). Action taken by the Service Representative and Director/Coordinator shall be final and must be a concerted action. After completing the Request for Transfer form, please mail or fax to the Parkersburg office.

JATC Action: Permit

Decline

More Information

Date: _____

Comments: _____