



**COOK COUNTY BUREAU OF HUMAN RESOURCES
TRANSFER CERTIFICATION FORM**

Date: _____

Employee Name: _____ Position ID: _____

Employee Title: _____

Current Department/Work Location: _____

Proposed Department/Work Location: _____

Explain operational needs which are the basis for the request:

Explain Employee selection method used:

DEPARTMENT HEAD AND COMPLIANCE OFFICER CERTIFICATION

I hereby certify that this request for a Transfer is in compliance with the Transfer Policy, the Personnel Rules and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Transfer Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Department Head Name: _____ Signature: _____

Title: _____ Date: _____

Compliance Officer: _____ Signature: _____

Title: _____ Date: _____