

**UW Madison
Blue Collar Multi-Shift (BCMS) Form**



	University Staff
When to use this form?	This form must be completed in order to be considered for a blue collar multi-shift transfer within your division. The form must be completed and submitted to the Divisional HR representatives for a specific vacancy no later than 4:30 pm on the deadline date listed on the Vacancy Notice form.
Contact with questions:	Division HR Office
Submit completed form to:	Division HR Office or Office of Human Resources, 21 North Park St, 5 th floor, Suite 5101, Madison, WI 53715

Division Seniority Date *(to be filled in by HR)*:

Employee ID *(Found on the Earnings Statement)*:

REQUEST FOR TRANSFER

Position Title:		Position Vacancy ID <i>(Required)</i> :	
Last Name	First Name	M.I.	
Street Address			
City	ST	Zip Code	
Home Phone	Cell Phone	E-Mail	
Current Title			
Current Employing Unit			

Signature

Deadline to apply is during the seven (7) calendar-day period from posting date.

One (1) Position Vacancy ID number per card

If you have questions regarding the Blue-collar Multi-shift process please contact your division Human Resources Office, contact the Office of Human Resources at 608-265-2257 or send an email to BCMSttransfer@ohr.wisc.edu. Please contact Cultural Linguistic Services if you need assistance understanding this information in Spanish (*Español* 608-265-4691 o 608-265-0838), Hmong (*rau lus Hmoob* 608-263-2217), Tibetan (བོད་སྐད་ 608-890-2545) or Chinese (汉语 608-890-2628).

The University of Wisconsin – Madison is an equal opportunity and affirmative action employer.