

Notice

The Form CT-HR-5* is no longer used to request to place your name on a statewide transfer list. Rather, all statewide transfer list requests are processed and approved through Freenames, a module of JobAps, the State of Connecticut's online applicant tracking system.

In order to request to have your name placed on a statewide transfer list, the employee must complete a Freenames, Statewide Transfer. By creating an application, your name will be added to the recruitment pool for the job codes you selected that match the title for which you hold permanent status, the selected location(s), shift(s) and type(s) of employment for a period of two (2) years from the date you complete a Freenames application and it is approved.

- Go to: <https://jobapscloud.com/ct>
- Scroll to the "Application Template" section
- Click "Freenames"
- Scroll to the "Statewide Transfers" section

Note:

- There are no mandatory rights associated with placement on a statewide transfer list through this process.
- The State of Connecticut is not required to offer the position to individuals who place their names on a statewide transfer list through this process.
- Placement on the statewide transfer list allows you to be considered for positions matching your current job class which you hold permanent status.
- Placement on the statewide transfer list does not prohibit you from directly applying to jobs you are qualified for and of interest to you.

*When appropriate, the Department of Administrative Services, Statewide Human Resources Management (DAS, SHRM) uses the Form CT-HR-5 to communicate statewide transfer eligibility to comparable job classes not already identified via the eligible employee's Freenames, Statewide Transfer Application.