

Request for Transfer for Classified Position Within Current Classification

Please submit this form **with an updated resume, cover letter, and all documents/certificates required for the position** to Teri Furlow, Human Resources Technician, if you wish to be considered for the vacant position. Submission deadline is **4:00 p.m.** on the closing date (if applicable). Please note that established procedures will be followed for filling positions through (1) transfers; (2) reemployment of laid off or reduced employees; and (3) new assignments and/or promotional opportunities.

Article X: TRANSFERS

10.1.4 Any eligible employee in the bargaining unit may apply for transfer to the position by submitting a Request to Transfer Form. The District shall consider the following criteria in the selection process: 1) past evaluations; 2) special training, skills or certifications; 3) experience within the classification; and 4) length of service to the District.

Please consider my candidacy for the following posted vacancy for:	
Position Requested for Transfer:	
Current Job Classification:	Current Site/Department:
	Current FTE:
Name (please print legibly):	
Home Phone Number:	Cell Phone Number:
Signature:	Date:

Professional References (at least two):

Name: _____ Telephone No.: _____

Name: _____ Telephone No.: _____

Name: _____ Telephone No.: _____

ARTICLE XI: PROMOTION (Please note this form does not apply to promotions)

11.1 Employees in the bargaining unit shall be given equal consideration in filling any job vacancy which can be considered a promotion after the announcement of the position vacancy.

11.4 Any employee in the bargaining unit may file for the vacancy by submitting an EdJoin application on-line via the District website.