

CLASSIFIED EMPLOYEE TRANSFER REQUEST FORM

INSTRUCTIONS: SUBMIT TO HUMAN RESOURCES DEPARTMENT FOR CONSIDERATION FOR ANTICIPATED OR CURRENT VACANCIES.

(PLEASE PRINT)

Name of Employee _____

Job Title _____

At the present time, I am assigned to _____

Per Article 6.3.2, should an opening occur, it is my desire to be considered for transfer to the following school sites:

Per Article 6.3.3, I would like to be considered for the current open position of:

Job Title _____ School Site _____

Optional – Reason for the requested transfer:

Signature of Employee _____ Date _____