

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

CLASSIFIED EMPLOYEE TRANSFER APPLICATION FORM

Any vacancies, including full-or part-time and newly created positions, shall be posted by the District for not less than five (5) working days at all work sites prior to being filled on a permanent basis. Unit members requesting a voluntary transfer must participate in a screening and informal interview process. To determine candidate eligibility, the following criteria shall be utilized:

- Job description
- *Satisfactory or better performance* evaluations
- Satisfactory or better references
- Specific experience
- Preferred skills
- Interests/motivation

If more than one unit member meets all of the criteria, the most senior member shall be selected.

Name _____

Current Position _____ Hours per day _____

Current School/Location _____

POSITION DESIRED

PLEASE LIST:

Specialized education ad/or training related to the position _____

Specific experience and/or skills related to the position _____

LIST REQUESTED SITE (REQUIRED)

SCHOOL(S) / LOCATION(S) PREFERRED

HOURS PREFERRED

DAYS PREFERRED

PLEASE LIST AT LEAST TWO (2) REFERENCES:

Name	Telephone Number
Name	Telephone Number
Name	Telephone Number

ADDITIONAL COMMENTS REVELANT TO THE POSITION (Optional):
Personal and Professional Plans for Growth)

Employee Signature _____ Date _____

Home Address _____

Home Telephone Number _____ Alternate Telephone Number _____

I am aware that the above-named employee is applying for a transfer of position within the District:

Supervisor Signature _____ Date _____