

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED EMPLOYEES REQUEST TO TRANSFER

PLEASE NOTE: Permanent employees are eligible to transfer to another position in their current classification or lower classification. Probationary employees new to the District are not eligible for voluntary transfer until they have obtained permanent status. Each time you wish to be considered for a particular position, you must submit a completed form to Personnel by the posted deadline. This form will not be kept on file for future openings. Requests received after the deadline will not be considered. (Please refer to Article X: Transfer and Reassignment of your Classified negotiated contract and the Personnel Commission Rules and Regulations for the Classified Service for transfer information).

If you are requesting a transfer into a classification outside your current job family, you may be required to take the qualifying examination to determine your eligibility for transfer.

NAME: _____ **WORK LOCATION:** _____
(Please Print)

Email Address (Required): _____ **PHONE NO.:** _____ / _____
Cell Home

CURRENT WORK HOURS: FROM _____ **(a.m./p.m.) TO** _____ **(a.m./p.m.)**

CURRENT JOB TITLE: _____ **YEARS WITH DISTRICT:** _____

POSITION(S) APPLYING FOR:	LOCATION(S)	HOURS PER DAY

If you are applying to transfer to a classification different than your current one, write a paragraph summarizing the training, education, and/or experience which demonstrates your qualifications for transfer. **YOU MAY ATTACH ADDITIONAL SHEETS AND/OR A RESUME IF YOU PREFER.**

Signature

Date

FOR PERSONNEL SERVICES USE ONLY		
ELIGIBLE WITH NO TEST:	MUST TEST FOR ELIGIBILITY:	PERSONNEL ADMINISTRATOR'S AUTHORIZATION: