

Break Period Transfer/Promotion Request Form for Classified Employees



DIRECTIONS: Classified employees interested in openings within their bargaining unit which occur while they are on vacation or during nonstudent periods may leave a transfer/promotion request form with Human Resources just prior to leaving for the break. You must meet the qualification requirements for any position of interest that you list on this form. It is recommended that you leave detailed information with Human Resources so that you can be contacted during the break period to arrange a face-to-face meeting between you and representatives of the site if a position of interest that you have listed below should become available. Please type or print all requested information listed below and return to the Human Resources office just prior to leaving for the break.

Current Position Information

Name (first, middle, last)

Home Phone No.

Message No.

Current School/Location

Current Position (Position Title, Bargaining Unit)

Transfer/Promotion Request(s)

Site

List the specific site to which you request transfer or promotion consideration.

Position

List the specific position by name at this site to which you request transfer or promotion consideration.

Employee Signature

Date