

ADELANTO ELEMENTARY SCHOOL DISTRICT

Human Resources Department

11824 AIR EXPRESSWAY

ADELANTO, CA 92301

Ph: (760) 246-8691 ext. 10257 | Fax: (760) 246-3372

CLASSIFIED TRANSFER REQUEST FORM (PLEASE PRINT)

Last Name

First Name

Current Work Site

Current Position:

Mailing Address

City

Zip Code

Preferred Phone Number: (_____) _____ - _____

I AM INTERESTED IN A VOLUNTARY TRANSFER TO:

A new transfer form must be submitted for each posting. Unit members may only transfer once per school year.

TRANSFER LOCATION/SITE

TRANSFER POSITION

EMPLOYEE SIGNATURE

DATE SIGNED

These transfers will occur in accordance with the Bargaining Agreement between CSEA Chapter 451 and the Adelanto Elementary School District. Your transfer is only valid for the duration of the posting. *Per CSEA Contract 13.1-A. Voluntary Transfer Any unit member may initiate a transfer to any open position in the same classification and job description regardless of part-time or fulltime status upon posting of said position. Unit members requesting a transfer may submit a "transfer request form" at any time during the duration of the posting to the Personnel Department, or apply on Edjoin.org. A new transfer request form must be submitted for each posting.*

RETURN TO:
SANDRA BOSTICK
CLASSIFIED PERSONNEL SPECIALIST
HUMAN RESOURCES DEPARTMENT

