



EMPLOYEE TRANSFER REQUEST
Directions: Please see page 2 for complete directions.

LEGAL NAME: _____ ID# _____
 (Please Print)

PRESENT POSITION: _____ SCHOOL/DEPT: _____
 (include grade level and subject if applicable)

I request a transfer to the following position(s)/location(s) (please be specific):

 Posting Number Position Title Location

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OPTIONAL RESUME UPDATE - please attach additional sheets if needed. It is suggested that you submit current letters of recommendation/or recommendation forms (available in HR or on the district's web site www.YourCharlotteSchools.net) Note: This information will be used by the hiring manager during the screening process. Please be as detailed as necessary.

Work history, including other positions with CCPS:

Name & Address of Employer	Duties	Dates of Employment	Reason for leaving

Job Skills, Education, and Training - What qualifications, training, and skills do you have for the position(s) for which you are applying?

Level of Education (check the highest level): High School Associate's Bachelor's
 Master's Doctorate Other _____ Number of college credits: _____

References: _____

Employee's signature _____ Date: _____

Supervisor's signature _____ Date: _____

Employee requesting a transfer: send copies to HR, the requested location, and keep a copy for your records
 Note to administrators of locations with vacancies: please complete the Screening Log on page 2 to indicate you have reviewed this request. Then send a copy to HR

EMPLOYEE TRANSFER REQUEST – Page 2
Directions

1. In compliance with union contracts, employees in the instructional and classified bargaining units are asked to complete transfer request forms when they wish to transfer to other positions. Please complete page 2, sign, get your supervisor's signature, and send copies of the form to Human Resources and to the location(s) to which you wish to transfer. Please keep a copy for your records.
2. The "Resume Update" section of the transfer request is used to help determine your eligibility for the transfer. Please be as detailed as necessary. In order to ensure that your work history records are kept current, it is recommended that you complete an update at least every six months. It is also recommended that you submit three (3) letters of recommendation/or completed reference forms (available from Human Resources or on the web site www.ccps.k12.fl.us). This information will give hiring managers an accurate record of your current work history.
3. Transfer request forms must be received in Human Resources by noon on the closing date for the position.
4. In addition to submitting the Employee Transfer Request form, log on to your Online Application, click on "Employment Preferences", click on "Add A Position", choose the appropriate position from the drop-down menu, then submit your application. Be sure to do this before noon on the closing date.

Screening Log (to be completed by the administrator of the school/department with the vacancy)

Name of Employee _____

Administrator's Name	Reason for screening (name of position)	Date

Employee requesting transfer: send copies to HR, the requested location and keep a copy for your records
 Note to administrators of locations with vacancies: please complete the Screening Log to indicate you have reviewed this request. Then send a copy of this form to HR