

REQUEST FOR TRANSFER - CERTIFICATED EMPLOYEES

The contractual agreement between the Ocean View School District and the Ocean View Teachers Association provides, Section 9.2.3:

"Any Permanent Teacher may apply for a transfer to other schools or departments by submitting a Request for Transfer Form (Appendix F) to Human Resources within 5 working days of any vacancies posted from February 1 through June 30. Current assignment in special programs shall have no bearing on interview or selection of properly credentialed transfer candidates?."

Please fill out the information below:

EMPLOYEE'S NAME _____ SITE _____

CURRENT POSITION/GRADE LEVEL _____

Phone (circle one) Home/Summer/Cell _____ E-mail address _____

Credential(s) Held _____

<p>I would like to be considered for the following:</p> <p>1. A posted position:</p> <p>Req # _____ Site _____ Grade level/Subject area _____</p> <p>2. Any positions which become open in the following:</p> <p>Grade level/subject area(s) _____</p> <p>Schools _____</p> <p>Comments:</p>
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Please include my name on the Transfer list. I understand that this request will enable me to be considered for the position along with other eligible candidates. I further understand that although there is no obligation to fill the position by transfer, the Assistant Superintendent or Principal will consider and may act upon my Transfer Request. If I am properly credentialed, I am guaranteed an opportunity to interview for the position in question. I also understand that the filing of a Request for Transfer does not jeopardize my current position, but reflects a desire for professional growth.

Transfer Request is valid from February 1 to June 30 of the current calendar year
(A new request must be submitted each year)

Employee Signature: _____ Date: _____

Please forward to Human Resources
Distribution: Human Resources
Employee

Revised 3/7/16