

ORANGE UNIFIED SCHOOL DISTRICT

Transfer Request – Certificated Staff

Note: In order to be considered for a posted vacancy, transfer requests are due to the OUSD Human Resources office not later than 4:30 p.m. of the posted closing date. Please email request to Karin Erich at cerich@orangeusd.org

I. NAME _____ **EMPLOYEE ID NO.** _____
Last First Middle

HOME PHONE _____ **E-MAIL** _____

II. CURRENT/ PRIOR POSITION: _____ **GRADE/ DEPT.:** _____ **WORK LOCATION:** _____
Teacher, Media Spec., etc.

III. TEACHING AUTHORIZATION, CREDENTIALS:
List valid credentials you hold with additional details regarding majors, minors, grade levels, etc., that indicate what you are legally authorized to teach.

- 1. _____
- 2. _____
- 3. _____

IV. DEGREES, CERTIFICATES, POST GRADUATE WORK, RECENT TRAINING:
Please provide any information relative to your qualifications regarding the type of assignment for which you wish to be considered.

V. EMPLOYMENT HISTORY:
1. First date of paid, contractual service in OUSD _____
2. Total number of equivalent years of contractual service in OUSD _____
3. Please list all OUSD assignments with dates and names of evaluators: _____

VI. TRANSFER REQUEST:
Indicate the specific position for which you wish to be considered. Indicate school, grade level, subject, program or any other information regarding your request.

Signature of Transfer Applicant/Date

Signature of Current Administrator/Date