

ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

REQUEST FOR TRANSFER

Directions: Fill out the information below and return to your current building administrator for their signature. Completed forms should be returned to the Human Resources Office for date stamp and processing. Do NOT send this form directly to the school with the opening.

It is highly encouraged that you attach a current resume, especially if you are applying for a position outside of your job classification (e.g. Instructional Assistant to Secretary or 2nd Grade Teacher to Counselor).

Classified Employees Only: For transfers outside of your current job classification (Custodian to Site Op, IA to Secretary, etc.), step placement and rate of pay in the new position will be based on your skills and proficiency in the new classification per Article 7.3.A.3 of the Classified Collective Bargaining Agreement (CBA).

Posting Number _____

(The Posting Number is listed on the Vacancy Announcement and must be listed above to ensure accurate processing)

Employee requesting transfer _____ Phone # _____

Present position _____ at _____

Position requested _____ at _____

Reason for request _____

Employee's Signature _____ Date _____

Current Administrator's Signature _____ Date _____

HR Director's Approval _____ Date _____

Administrator - Complete bottom section after interviews are complete and return to Human Resources

Employee was was not selected Effective date in new position _____

Hiring administrator's signature _____ Date _____