



# Pleasant Valley School District

## Human Resources Department

600 Temple Ave. Camarillo, CA 93010

Phone: (805) 445-8663 Fax: (805) 445-8612

www.pleasantvalleysd.org

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### *Request For Transfer*

When a new position is created or an existing position becomes vacant, all vacancies are posted by the District for no fewer than 5 working days at all work locations prior to being filled. Employees may apply for transfer to that position by filing a written notice with the Human Resources Office at the District.

An up to date application may be submitted with the transfer form. If a new application is not submitted, the last application in your personnel file will be sent to the interviewer. Employees are encouraged to update their application to reflect current experience.

If there is a vacancy in your classification and you would like to be considered for a transfer, you must submit a transfer request to the Human Resources Office by 4:00 pm on the final filing date. **Employees must submit a transfer request for each position.**

Please provide the following information:

Employee Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Current classification/hours: \_\_\_\_\_

Current Site/Department: \_\_\_\_\_

Current Supervisor: \_\_\_\_\_

I am interested in the following assignment posted for transfer:

Assignment: \_\_\_\_\_

Site/Department: \_\_\_\_\_ Date posted: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Human Resources Office:

|           |                    |
|-----------|--------------------|
| Received: | Approved by:       |
| Denied:   | Employee Notified: |
| Reason:   |                    |