

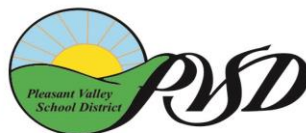
For School Year 24-25
Request Number: #10 REQUEST FOR VOLUNTARY TRANSFER – CERTIFICATED
Pleasant Valley School District
600 Temple Ave. Camarillo, CA 93010

Positions Open for Voluntary transfer				
Post #	FTE	Grade Level / Subject	Location	Posting Window- 5 days
10	1	Middle School Math Teacher	LCMS	June 25, 2024 – July 1, 2024
10	0.4	Middle School Math Teacher (Part-time 40%, 2 periods per day)	LCMS	June 25, 2024 – July 1, 2024

Certificated employees may request a voluntary transfer from an existing position to a specific vacancy.

- Individuals must be qualified and appropriately credentialed for the position they are requesting.
- Participants in the voluntary transfer process must apply within the posting window.
- No outside hires will occur until the voluntary transfer process is completed.
- Open positions will not automatically be filled by a voluntary transfer request.
- Temporary, intern, or substitute employees, may not request a voluntary transfer.
- For each available vacant position, principals shall meet in person, with qualified employees.
- Principals/Supervisors will make staffing selections based on appropriate credential, specific site/program needs, and/or related experience.

To be considered for a transfer, please complete the voluntary transfer information below, and return to the Human Resources Department (kburchell@pleasantvalleysd.org).



Office of Certificated Human Resources

Section I: Current Employee Information	
Name:	Date: Contact Number:
Present Location:	Present Grade/Subject:
Requested Location:	Requested Grade/Subject:
Relevant Experience: Employment Status:	

*Postings are: **1. Emailed 2. Post District Office and Website (During Summer)**

Section II: Acknowledgments	
Supervisor Acknowledgement: _____	Date/Time: _____
Received by HR: _____	Date/Time: _____

Section III: Action Taken: After reviewing all candidates for this position:		
<input type="checkbox"/> You were selected	<input type="checkbox"/> You Were Not Selected	<input type="checkbox"/> Another Candidate Was Selected
Approved by HR: _____		Date/Time: _____

