



Personnel Commission
4400 Ladoga Avenue
Lakewood, CA 90713

For Office Use Only

DATE: _____

SUBJECT: CLASSIFIED TRANSFER REQUEST

TO: PERSONNEL COMMISSION

I am an employee with permanent status: ☐ Yes ☐ No

Note: Probationary employees are not eligible to request a voluntary transfer except under unusual circumstances.
Please refer to Chapter 8.1 Rules & Regulations of the Classified Service regarding status attained following Transfer.

Name: _____ Employee #: _____

Current Classification: _____

Work Location: _____

Home Address: _____

City: _____ Zip Code: _____

Home Phone #: _____ Cell Phone #: _____

E-mail: _____

Note: Your contact information listed above will be updated by PC Staff in our Applicant Tracking System only.

I wish to be considered for the following:

☐ Transfer within my present classification.

☐ Related Class Transfer to the following classification: _____

(Related Class Transfer must fall within the same or lower salary range and within the same job family classification; subject to approval by the Personnel Commission.)

Please indicate your preference in each of the following categories:

SITE: ☐ High School ☐ Middle School ☐ Elementary School ☐ Non-School Site

CALENDAR: ☐ 12-month ☐ 10-month

HOURS PER WEEK: ☐ 40 hours/week ☐ 20-39 hours/week ☐ Less than 20 hours/week (No Medical Benefits)

Employee Signature: _____

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