MOUNT VERNON CITY SCHOOL DISTRICT
165 North Columbus Avenue | Mount Vernon, New York 10553 | www.mtvernoncsd.org

Transfer Request Application for Titles under the CSEA Contract

The Mount Vernon City School District is an equal opportunity employer, committed to providing a work environment which is free from discrimination. We prohibit discrimination on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, or predisposing genetic characteristics or any other status protected by Federal, State or local laws. The Mount Vernon City School District does not tolerate harassment of any kind. Individuals who believe they have been subjected to employment-related discrimination or harassment may report the incident to the Compliance Officer.

Full Name: _____ Employee ID# _____

Home Address: _____
(Street)

_____ _____ _____
(City) (State) (Zip)

Telephone #: ( ) _____

My present position: _____ Primary Location: _____

Length of time in present position: _____

My reasons for wanting to change buildings are: _____

_____

_____

Please indicate your building preference(s) and shift preference(s) below:

1st Building Preference: _____ 7:00 a.m. – 4:00 p.m. _____

2nd Building Preference: _____ 10:00 a.m. – 7:00 p.m. _____

3rd Building Preference: _____ 1:00 p.m. – 10:00 p.m. _____

*If you wish to be considered for Mount Vernon STEAM Academy there may be an option to work Tuesday – Saturday.

*If you wish to be considered for Mount Vernon High School, there may be an option to work from 8:00 a.m. – 4:00 p.m. on Saturdays.

My qualifications for the position I am applying for are: _____

_____

_____ _____
EMPLOYEE SIGNATURE DATE

Transfers will be honored based on seniority