



**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
APPLICATION FOR INCREASED HOURS, DAYS,  
MONTHS TRANSFER**



**CURRENT EMPLOYEES USE THIS FORM TO APPLY FOR A TRANSFER TO AN ASSIGNMENT *WITHIN THE SAME JOB DESCRIPTION*, RESULTING IN AN INCREASE TO HOURS, DAYS, OR MONTHS (See Article 10.3).**

**PLEASE TYPE OR PRINT:**

**APPLICANT INFORMATION – Please complete your current employment information**

Name:		Home Phone:
Current Position:		Cell Phone:
Work Hours: From:	To:	Location/Site:

**REQUESTED POSITION INFORMATION**

Job ID # (reference job posting email):

*Please describe the reason for requesting a transfer.*

*Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.*

**NAME:**

**TRAINING / COURSES / WORKSHOP:** *List training, courses, and/or workshops, which have continued your education.*

▶ \_\_\_\_\_ ▶ \_\_\_\_\_  
▶ \_\_\_\_\_ ▶ \_\_\_\_\_

**CERTIFICATES / LICENSES**

- Calif Driver's License – Expiration Date:                       CPR Certificate – Expiration Date:  
 First Aid Certificate – Expiration Date:                       Other: \_\_\_\_\_ Expiration Date:  
 Typing Certificate – \_\_\_\_\_ wpm

I am interested in a transfer. I understand that

1. supplemental materials such as letters of recommendation, resume and/or certificates may be attached to this application.
2. any supplemental materials must be attached to this application.
3. if I am placed in the position, this form becomes part of my personnel file, and I must resubmit another Application for Transfer form if I wish to show interest in another position.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**FOR PERSONNEL USE ONLY**

Hire Date: \_\_\_\_\_ Anniversary Date: \_\_\_\_\_ Seniority Date: \_\_\_\_\_

Last Evaluation Date: \_\_\_\_\_ All Satisfactory: Yes No Improvement Plan: Yes No

Satisfactory Attendance: Yes No

File Review Performed By: \_\_\_\_\_ Date: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_