

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED EMPLOYEES REQUEST TO TRANSFER

PLEASE NOTE: This form will not be kept on file for future openings. Each time you wish to be considered for a particular position, you must submit a completed form to Personnel by the posted deadline. Requests received after the deadline will not be considered. (Please refer to Article IX of your Classified Negotiated Contract and Personnel Commission Classified Rules and Regulations for transfer information).

If you are requesting a transfer into a classification outside your current job family, you may be required to take the qualifying examination to determine your eligibility for transfer.

NAME: _____
(Please Print)

WORK LOCATION _____ **PHONE NO.** _____ / _____
Work Home

CURRENT WORK HOURS: FROM _____ (a.m./p.m.) **TO** _____ (a.m./p.m.)

CURRENT CLASSIFICATION TITLE _____ **YEARS WITH DISTRICT** _____

POSITION(S) APPLYING FOR:	LOCATION(S)	HOURS PER DAY

If you are applying to transfer to a classification different than your current one, write a paragraph summarizing the training, education, and/or experience which demonstrates your qualifications for transfer. **YOU MAY ATTACH ADDITIONAL SHEETS AND/OR A RESUME IF YOU PREFER.**

Signature

Date

FOR PERSONNEL SERVICES USE ONLY		
ELIGIBLE WITH NO TEST:	MUST TEST FOR ELIGIBILITY:	PERSONNEL ADMINISTRATOR' S AUTHORIZATION:

SECA TRANSFER ADDENDUM

- 1. Please describe your training and/or experience which indicates the strengths you can bring to this type of classroom environment.**

- 2. If you are currently working as a SECA, please state the type of classroom you are assigned to and what contributions you have made to the teacher and students in that classroom. Be specific as to how you know your contribution has been successful.**

If you are not currently working as a SECA, please summarize your training and/or experience which demonstrates the contributions you could make to the teacher and students in a classroom. Be specific as to how you would know that your contributions have (will be) successful.

- 3. Describe your philosophy in working with Special Education Students, specifying the type of classroom you prefer and why.**

Signature

Date