



### LICENSED STAFF REQUEST FOR TRANSFER

This form indicates you are interested in an open position within the school district. **A letter of interest and resume must accompany this request.** The provided information will be given to the hiring administrator responsible for the position you are applying for. This is not a guarantee of the position.

Name: \_\_\_\_\_ Current Position: \_\_\_\_\_

Open Position: \_\_\_\_\_ Location: \_\_\_\_\_

List your certification and endorsements:

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Describe your professional experience:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

Please submit to the Human Resource Department upon completion.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date