

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**  
Human Resources Division

**CLASSIFIED EMPLOYEE TRANSFER APPLICATION FORM**

Any vacancies, including full-or part-time and newly-created positions, shall be posted by the District for not less than five (5) working days at all work sites prior to being filled on a permanent basis. Unit members requesting a voluntary transfer must participate in a screening and informal interview process. To determine candidate eligibility, the following criteria shall be utilized:

- Job description
- Satisfactory or better performance evaluations
- Satisfactory or better references
- Specific experience
- Preferred skills
- Interests/motivation

If more than one unit member meets all of the criteria, the most senior member shall be selected.



Name \_\_\_\_\_

Current Position \_\_\_\_\_ Hours per day \_\_\_\_\_

Current School/Location \_\_\_\_\_



**POSITION DESIRED** \_\_\_\_\_

PLEASE LIST:

Specialized education and/or training related to the position \_\_\_\_\_



Specific experience and/or skills related to the position \_\_\_\_\_



PLEASE LIST:

SCHOOL(S) /LOCATIONS(S) PREFERRED*	HOURS PREFERRED	DAYS PREFERRED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*If no specific site preferred, state "Any." If you list specific sites, you will only be contacted for those specific sites listed.

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(continue on reverse side)

**PLEASE LIST AT LEAST TWO (2) REFERENCES:**

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Name Telephone Number

**ADDITIONAL COMMENTS RELEVANT TO THE POSITION** (Optional):  
(Personal and Professional Plans for Growth)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Home Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Alternate Telephone Number \_\_\_\_\_

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I am aware that the above-named employee is applying for a transfer of position within the District:

\_\_\_\_\_  
Supervisor Signature Date