

EMPLOYEE SERVICES DEPARTMENT

Request for Transfer

CRAFTS

Crafts employees who have successfully completed the initial probationary period may transfer to different locations throughout the District. A crafts employee may file a request for transfer at any time during the fiscal year. The request will remain in effect for the duration of the fiscal year. A transfer request will be processed prior to the position being advertised.

Name	Phone Number/Home			Phone Number/Work			
Social Security Number	Please Check the Desired Location:	CGCC	DSSC	EMCC	GCC	GWCC	
Current Job Title	MCC	PCC	PVCC	RSCC	SCC	SMCC	
Current Location	Desired Shift: (Check all that apply)			<u>1st</u>	<u>2nd</u>	<u>3rd</u>	
Signature	Today's Date	# of Months: (Check all that apply)		<u>12</u>	<u>10</u>	<u>9.5</u>	<u>9</u>
		Desired Hours: (Check all that apply)		<u>Day</u>	<u>Evening</u>	<u>40</u>	<u>30</u>
						<u>20</u>	

INSTRUCTION:

- Complete the form.** Complete all sections of this form, printing or typing. Date and sign the form.
- File the request.** Send or deliver this form to the Employee Service Department, DSSC. The request for transfer is considered property filed only after it has been date stamped as received by an Employee Services Department staff member.
- Renew the request.** If you wish to renew your transfer request for an additional year, you must submit a new *Request for Transfer* Form.

Please do not write below this line. For Employee Services Department use only.