

**DUBLIN UNIFIED SCHOOL DISTRICT  
CLASSIFIED  
TRANSFER/JOB CHANGE REQUEST**

(must be received in HR Department by 4:30 PM on closing date of position, if applicable)

**TRANSFER** (must be for a job in the same classification/ range)       **JOB CHANGE**

Applying For: \_\_\_\_\_ Site: \_\_\_\_\_ Hours: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Current Site: \_\_\_\_\_ Hours: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please explain why you feel you are qualified and should be considered for a transfer or job change (additional sheet/resume may be attached).

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

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Supervisor's recommendation for **transfer**:      ( ) Recommend      ( ) Not Recommend

Explain transfer recommendation:

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

**NOTE: Only permanent employees can apply for a transfer OR job change**

**Transfer Request** = Member-initiated transfer request as outlined by CSEA contract, Article X, Section F

**Job Change Request** = Application for a posted position and follows the normal interview process as outlined by CSEA contract, Article X. This form takes the place of an employee's letter-of-intent to apply.