

STRATEGIC STAFFING 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 until June 30th of the fiscal year. A transfer request will be processed prior to the position being advertised.

Name	Phone Number/Home			Phone Number/Work			
Employee ID #	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:

1. **Complete the form.** Complete all sections of this form, printing or typing. Date and sign the form.
2. **File the request.** Send or deliver this form to the Strategic Staffing Department, DSSC. The request for transfer is considered property filed only after it has been date stamped as received by a Strategic Staffing Department staff member.
3. **Renew the request.** If you wish to renew your transfer request for an additional year, you must submit a new *Request for Transfer* Form, on/or after July 1st of the new fiscal year.

Please do not write below this line. For Strategic Staffing Department use only.