

# EMPLOYEE SERVICES DEPARTMENT

## Request for Transfer

**\*SAFETY\***

A College Safety 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.

Certified College Safety Officers and Dispatchers, who have successfully completed the initial orientation period, may transfer to different locations throughout the District. A transfer is defined as a change of location within the same classification. A transfer request will be processed prior to scheduling external interviews.

<b>Name</b>	<b>Phone Number/Home</b>	<b>Phone Number/Work</b>	
<b>Social Security Number</b>	<b>Please check the Desired Location:</b>		
<b>Current Job Title</b>	CGCC ____	DSSC ____	EMCC ____
<b>Current Location</b>	GCC ____	GWCC ____	MCC ____
<b>Signature</b>	PC ____	PVCC ____	RSCC ____
<b>Today's Date</b>	SCC ____	SMCC ____	

### 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.**