

APPLICATION FOR TRANSFER

ADAMS COUNTY/OHIO VALLEY
SCHOOL DISTRICT
CERTIFIED EMPLOYEES

DATE: _____

NAME: _____ HOME PHONE: _____

MAILING ADDRESS: _____ CELL PHONE: _____

City/State/Zip _____

INSTRUCTIONS: Complete a separate transfer request for each posted position in which you are interested. The transfer request is to be **hand delivered or sent by U.S. Mail** to the Administration Office Personnel Department. **Do not send through interdepartmental mail.** Phone requests will not be honored. Requests must be received by the Personnel Department **by 4:00 p.m. on the final day of the posting.** Requests for transfer will be accepted only during the posting dates.

PRESENT ASSIGNMENT: _____ LOCATION: _____

FULL TIME HIRE DATE: _____
(Do not use Sub hire date)

POSITION REQUESTED: _____ LOCATION: _____

POSTING NUMBER: _____

PRESENTLY HOLD CERTIFICATE FOR DESIRED POSITION: YES NO

REMARKS: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINT NAME: _____

FOR PERSONNEL OFFICE USE ONLY

REQUEST: Approved Denied Effective Date: _____

Comments: _____

Notice sent to: Employee Previous Principal Personnel File
 Payroll Dept. New Principal _____

Superintendent or Designee

Date

Adams County/Ohio Valley School District is an Equal Opportunity Employer