

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION  
CLASSIFIED EMPLOYEES REQUEST TO TRANSFER**

**PLEASE NOTE:** Permanent employees are eligible to transfer to another position in their current classification or lower classification. Probationary employees new to the District are not eligible for voluntary transfer until they have obtained permanent status. Each time you wish to be considered for a particular position, you must submit a completed form to Personnel by the posted deadline. This form will not be kept on file for future openings. Requests received after the deadline will not be considered. (Please refer to Article X: Transfer and Reassignment of your Classified negotiated contract and the Personnel Commission Rules and Regulations for the Classified Service for transfer information).

If you are requesting a transfer into a classification outside your current job family, you may be required to take the qualifying examination to determine your eligibility for transfer.

**NAME:** \_\_\_\_\_ **WORK LOCATION:** \_\_\_\_\_  
(Please Print)

**Email Address (Required):** \_\_\_\_\_ **PHONE NO.:** \_\_\_\_\_ / \_\_\_\_\_  
Cell Home

**CURRENT WORK HOURS: FROM** \_\_\_\_\_ **(a.m./p.m.) TO** \_\_\_\_\_ **(a.m./p.m.)**

**CURRENT JOB TITLE:** \_\_\_\_\_ **YEARS WITH DISTRICT:** \_\_\_\_\_

POSITION(S) APPLYING FOR:	LOCATION(S)	HOURS PER DAY