

APPLICATION FOR TRANSFER

ADAMS COUNTY/OHIO VALLEY
SCHOOL DISTRICT
CLASSIFIED 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 JOB CLASSIFICATION: _____

PRESENT JOB LOCATION: _____ HRS/DAY: _____

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

DATE ENTERED PRESENT CLASSIFICATION: _____

POSITION REQUESTED: _____

NEW JOB LOCATION: _____

POSTING NUMBER: _____

FOR PERSONNEL OFFICE USE ONLY

REQUEST: Approved [] Denied [] Effective Date: _____

Comments: _____

Notice sent to: [] Employee [] Previous Principal [] _____
 [] Payroll Dept. [] New Principal [] _____
 [] Personnel File [] Warehouse/Transportation Mgr [] _____

Superintendent or Designee

Date