

EMPLOYEE TRANSFER REQUEST FORM

General Information

1. Complete the memorandum below. One form is to be completed for each position desired.
2. E-mail the completed form to [Shayne Tsosie \(tsoss@centralschools.org\)](mailto:tsoss@centralschools.org)
3. Typing your name in the "FROM" line will constitute an electronic signature.
4. Transfer requests will be accepted *only when a vacancy is posted and/or advertised*. Your name will be added to the pool of transfer applicants at that time.
5. An email confirmation will be sent to you, as well as, the hiring supervisor and your current supervisor when your name is added to the "Transfer Request List".

TO: Human Resources Department

FROM: _____
[Employee Name]

DATE: _____

SUBJECT: **REQUEST FOR IN-DISTRICT TRANSFER**

I am currently working as a _____ at _____
Position Location

I am requesting a transfer to _____ currently advertised at: (check all that apply)
Posted Position

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Kirtland Area | <input type="checkbox"/> Shiprock Area | <input type="checkbox"/> Naschitti |
| <input type="checkbox"/> OjoAmarillo | <input type="checkbox"/> Newcomb | |

School or department advertising the vacancy: _____

For example, "I am requesting a transfer to **Special Education Teacher** at Shiprock Newcomb. Please specify the school or department advertising the vacancy: **Shiprock High School / Newcomb Middle School.**"

I AM QUALIFIED FOR THIS POSITION BASED UPON THE FOLLOWING: (Limit to ten lines)

Please contact me at _____ or _____ to schedule an interview.

School Ext.

e-mail address

Cell #

Home