



**RIVERSIDE UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
CERTIFICATED APPLICATION FOR TRANSFER**

_____ - _____ SCHOOL YEAR

(Application valid for one school year only)

Please refer to Article XV – “Transfers” in the Contract Agreement for Certificated Personnel for more information.

NAME: _____ EMPLOYEE I.D. NUMBER: _____

HOME ADDRESS: _____ HOME#: (____) _____

CELL#: (____) _____ CITY: _____ ZIP CODE: _____

PRESENT SITE: _____ GRADE LEVEL/SUBJECT: _____

PLEASE CHECK ONE: **INVOLUNTARY TRANSFER** **VOLUNTARY TRANSFER**

Voluntary transfers during the school year are not available to probationary, categorical, and other temporary bargaining unit members until they have been employed at least two complete consecutive school years in the District. An eligible bargaining unit member may be granted a voluntary transfer only once per school year, regardless of whether the transfer is effective at the beginning of or during that school year.

Employees interested in specific vacancies must contact the Human Resources Office via email in order to be placed on an Interest List.

Indicate all credentials you presently hold or for which you qualify:

- 1. _____
- 2. _____
- 3. _____

Subject, grade level, and school site interested in:

- 1. _____
- 2. _____
- 3. _____

Employee Signature

Principal’s Acknowledgement

HUMAN RESOURCES USE ONLY:
Hire Date: _____ Director Approval: _____