



Berkeley Unified School District

HUMAN RESOURCES DEPARTMENT

APPLICATION FOR TRANSFER

Classified Service

**PLEASE NOTE: YOU MUST HAVE SENIORITY AND CURRENTLY BE IN THE CLASSIFICATION THAT IS BEING POSTED FOR VACANCY AND TRANSFER. ONLY PERMANENT EMPLOYEES MAY APPLY**

Applications for transfer will be accepted **only** on this form. A transfer is a change in work location from one site or department to another site or department **within an occupational class**. Employees who are not now or who have never had **permanency** in the occupational class in which the vacancies exist may apply for a limited term or other temporary appointment utilizing the regular form for limited term appointment.

**PLEASE PRINT LEGIBLY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

Position requested \_\_\_\_\_ FTE \_\_\_\_\_ Site/Dept \_\_\_\_\_

Your current assignment \_\_\_\_\_ FTE \_\_\_\_\_ Site/Dept \_\_\_\_\_

Comments or Additional Information Regarding Recent Work Experience or Training (*Optional*):

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT BY CURRENT SUPERVISOR OR DEPARTMENT HEAD:**

I have been informed of this request by the above employee. Employee, if selected for transfer, can be released from his/her assignment within \_\_\_\_ working days after giving me notice.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\* BCCE members' transfer requests shall not be subject to supervisor's approval**

Return this form to:

**BERKELEY UNIFIED SCHOOL DISTRICT**

Human Resources Department

2020 Bonar Street, Suite 206

Berkeley, CA 94702

If you do not have permanency in the occupational class in which the vacancy exists, you should apply for a limited term appointment, utilizing the form available from the Human Resources Department.

**BERKELEY UNIFIED SCHOOL DISTRICT**  
Human Resources Department

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**INFORMATION AND INSTRUCTIONS**

**SELECTION PROCEDURE:**

**TRANSFER**

Specifications of the individual class will apply to all transfer requests. Permanent employees in the District who have permanency in the individual classes will be considered first for these positions. Criteria for selection from among person holding permanent appointments in the applicable classes is based on seniority, experience, racial and sex balance and programmatic needs.

If there are no permanent employees in the individual classes selected for these opportunities, selection will be made from among eligibles on employment lists for the classes.

**LIMITED TERM OR TEMPORARY APPOINTMENTS**

When no employment lists exist, a temporary appointment may be made from among individuals who possess the required skills, abilities, and knowledge for the classes. District employees who receive temporary appointments to classes must participate in a regular application, examination and selection procedure before receiving permanent appointments to one of these positions.

Employees do not retain the absolute right to return to the vacated positions upon expiration of temporary appointments. It may be necessary, for the good of the District, to fill said positions with permanent placements. Employees do, however, retain the right to comparable positions, possibly at other sites.

**HOW TO APPLY**

You must fill out a separate application for each position in which you are interested. If you fail to do this, your transfer application will be rejected without further consideration.