

**BERKELEY UNIFIED SCHOOL DISTRICT
 CLASSIFIED PERSONNEL**

Request for (Only check off for which eligibility applies):

	EC§45298 REEMPLOYMENT <i>(Lay Off Rights – 39/63 Months)</i>		TRANSFER <i>(Same Class to Same Class)</i>
	EC§45195 REEMPLOYMENT <i>(EOB Return – 39 Months)</i>		INCREASE IN HOURS
	EC§45309 REEMPLOYMENT REQUEST <i>(39 Months)</i>		VOLUNTARY DECREASE IN HOURS
	REINSTATEMENT <i>(Higher Perm Class)</i>		VOLUNTARY DEMOTION <i>(Lower Perm Class)</i>

Name _____

Mailing address _____ City & Zip _____

Day phone number: _____ Evening phone number: _____

1.) Present or last classification: _____

2.) Present or last work location: _____

3.) Wish to transfer, demote or apply for additional hours to

a) Specify classification: _____

b) Specify location: _____

c) Requested FTE/
 Hours per day:

	.13/1.00	.27/2.00	.40/3.00	.53/4.00	.67/5.00	.80/6.00	.93/7.00	
<i>(Circle Preference)</i>	.03/0.25	.17/1.25	.30/2.25	.43/3.25	.57/4.25	.70/5.25	.83/6.25	.97/7.25
	.07/0.50	.20/1.50	.33/2.50	.47/3.50	.60/4.50	.73/5.50	.87/6.50	1.00/7.50
	.10/0.75	.23/1.75	.37/2.75	.50/3.75	.63/4.75	.77/5.75	.90/6.75	

4.) Reason for request:

Signature _____ Date _____

PLEASE NOTE: It is the responsibility of the individual to renew requests.

This Form is in lieu of a full Application/Resume. Please turn over and fill out the employment history portion continued on the other side.

Director's Signature _____ Date: _____

Note(s) _____

District and/or Previous Employment Information

From (Mo. & Yr.)	Current Classification	Site
To (Mo. & Yr.)	Duties Performed	Name & Title of Supervisor
Total Time Yrs . Mos.		Number and type of employees supervised, if any
Hours each week		Reason for leaving
From (Mo. & Yr.)	Title of Present or most recent position	Site
To (Mo. & Yr.)	Duties Performed	Name & Title of Supervisor
Total Time Yrs . Mos.		Number and type of employees supervised, if any
Hours each week		Reason for leaving

EXPERIENCE

List all other experience (including volunteer work, hobbies, etc.) which you feel qualifies you for this position:

EDUCATION

List qualifying education for this position (See Job Announcement Bulletin)

Courses:

Units:
