



DAVIS JOINT UNIFIED SCHOOL DISTRICT
Human Resources Office
 526 B Street • Davis, CA 95616
 (530) 757-5300 x 103 (530) 757-5422 fax
 hr@djUSD.k12.ca.us

Request for Transfer for Classified Positions

Article X: Transfers

*10.1 A transfer is the movement of a bargaining unit member from one location to another **within the same classification.***

10.3.1 Permanent members of the bargaining unit may at any time submit to the Human Resources Department written requests for transfers to positions within their current classifications or highly related lower classifications which are within the group. The requests shall include class title requested, the number of hours the employee desires, the work location desired, if any, and the maximum/minimum number of months the employee is willing to accept. Probationary employees of the District are not eligible to be considered for voluntary transfers.

Please consider my candidacy for the following posted vacancy:	
Job Title:	FTE:
Site or Department:	Work year:
My qualifications for this position include:	
Current Job Title:	Current Site/Department:
	FTE:
Name (please print legibly):	
Home Phone Number:	Cell Phone Number:
Signature:	Date:

Please submit to the Human Resources Office no later than 4:00 p.m. on the closing date (if applicable).