APPLICATION FOR TRANSFER

ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT

CERTIFIED EMPLOYEES

DATE: _____

NAME: _____ HOME PHONE: _____

MAILING ADDRESS: _____ CELL PHONE: _____

City/State/Zip _____

INSTRUCTIONS: Complete a separate transfer request for each posted position in which you are interested. The transfer request is to be **HAND DELIVERED** to the Administration Office Personnel Department. **Do not send through interdepartmental mail or by U.S. Mail.** Phone requests will not be honored. Requests must be received by the Personnel Department **by 4:00 p.m. on the final day of the posting**. Requests for transfer will be accepted only during the posting dates.

PRESENT ASSIGNMENT: _____ LOCATION: _____

FULL TIME HIRE DATE: _____
(Do not use Sub hire date)

POSITION REQUESTED: _____ LOCATION: _____

POSTING NUMBER: _____

PRESENTLY HOLD CERTIFICATE FOR DESIRED POSITION: [ ] YES [ ] NO

REMARKS: _____

_____

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINT NAME: _____

FOR PERSONNEL OFFICE USE ONLY

REQUEST: Approved [ ] Denied [ ] Effective Date: _____

Comments: _____

_____

_____

Notice sent to: [ ] Employee [ ] Previous Principal [ ] Personnel File
[ ] Payroll Dept. [ ] New Principal [ ] _____

_____ _____
Superintendent or Designee Date

Adams County Ohio Valley School District is an Equal Opportunity Employer