

# COMPTON UNIFIED SCHOOL DISTRICT

*Office of Personnel Commission – Classified Personnel*

## TRANSFER REQUEST – Permanent Classified Employee

<b>Employee:</b> _____	<b>Date:</b> _____
<b>Address:</b> _____ _____	<b>Telephone Number(s):</b> _____
<b>Work:</b> _____	<b>Home:</b> _____
<b>Present Classification:</b> _____	
<b>Location (School or District Office):</b> _____	

Please check one or more preferred locations. Your name will only be certified to those locations that you have checked.

<b>Administration Offices</b> 604-704 S. Tamarind Ave./723 S. Alameda Avenue	<b>Administration Offices</b> 417 West Alondra	<b>Administrative Offices</b> 1623 East 118 <sup>th</sup> Street
<b>Administrative Offices</b> 14431 South Stanford Avenue	<b>Any Middle School</b>	<b>Any Elementary School</b>
<b>Any High School/Adult Education</b>	<b>Other</b>	

**Reason for request:**


<p style="text-align: center;"><b>Employee's Signature</b> _____ <b>Date</b> _____</p> <p style="font-size: small;">(RETURN FORM TO PERSONNEL COMMISSION OFFICE 604 SOUTH TAMARIND AVENUE, BUILDING A)</p> <p>Distribution:    White - Personnel Commission                              Canary – Employee                              Pink – Human Resources</p>	<p style="text-align: center;"><b>Note to the Employee:</b></p> <p>Your name will be placed on the TRANSFER employment list and certified to the Appointing Authority in the Order of Precedence, when there is a vacancy. (Rule 40.200.4 of the Rules and Regulations; Article XI – C.S.E.A. Contract)</p> <p style="text-align: center;">_____ Director – Classified Personnel</p> <p style="text-align: right;">_____ Date</p>
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Revised 12/14/01

**TRANSFER REQUEST WORK HISTORY SHEET**  
*(To be attached with original Transfer Request for Updated Employment History)*

**Transfer Request- Work History**

Begin with your most recent job. List all jobs, and any periods of unemployment in the past ten years. Include any military service. Also, list any jobs you held more than ten years ago which relate to the duties or qualifications of the job for which you are applying. Be sure to include the number of hours per week that you worked. You may also list any volunteer experience, which relates to the job for which you are applying. You may attach additional pages if necessary. Resumes may be attached, but are not a substitute for completely filling out the application.

<b>From:</b>	<b>Mo.</b>	<b>Yr.</b>	<b>Your Title:</b>	<b>Name of School/Administrative Office:</b>
<b>To:</b>	<b>Mo.</b>	<b>Yr.</b>	<b>Your Duties:</b>	<b>Address:</b>
<b>Salary Per Month</b>				<b>City/State/Zip Code:</b>
<b>Hours Per Week</b>				<b>Supervisor's Name &amp; Title:</b>

<b>From:</b>	<b>Mo.</b>	<b>Yr.</b>	<b>Your Title:</b>	<b>Name of School/Administrative Office:</b>
<b>To:</b>	<b>Mo.</b>	<b>Yr.</b>	<b>Your Duties:</b>	<b>Address:</b>
<b>Salary Per Month</b>				<b>City/State/Zip Code:</b>
<b>Hours Per Week</b>				<b>Supervisor's Name &amp; Title:</b>

<b>From:</b>	<b>Mo.</b>	<b>Yr.</b>	<b>Your Title:</b>	<b>Name of School/Administrative Office:</b>
<b>To:</b>	<b>Mo.</b>	<b>Yr.</b>	<b>Your Duties:</b>	<b>Address:</b>
<b>Salary Per Month</b>				<b>City/State/Zip Code:</b>
<b>Hours Per Week</b>				<b>Supervisor's Name &amp; Title:</b>