

NCSSO TRANSFER REQUEST

Application for Transfer within Nye County School District Instructions: Members of the NCSSO bargaining unit may apply to transfer to positions posted as vacancies using this form. Transfer forms need to be filled out completely and signed by present supervisor. *Employee may attach additional documentation.* **IT IS THE EMPLOYEE'S RESPONSIBILITY TO ENSURE DELIVERY OF THIS FORM TO THE SOUTHERN DISTRICT OFFICE BEFORE DEADLINE.**

EMPLOYEE INFORMATION – *Please Print:* (Must include contact telephone number)

Last Name

_____, _____
First Name M.I.

Mailing Address ↑

Permanent Address ↑

Home Telephone Number

Cell Phone or Other Contact Number

PRESENT EMPLOYMENT INFORMATION: (If on Recall, please list most recent position.)

Present Attendance Area (Community)

Present Location (School or Site)

Present Position Classification

Present Position # of Hours Per Day

REQUESTED POSITION INFORMATION:

Requested Attendance Area (Community)

Requested Location (School or Site)

Requested Position Classification

Requested # of Hours Per Day

SUPERVISOR ACKNOWLEDGEMENT: (only Hiring Supervisor signs acceptance)

Acknowledgement of Present Supervisor

Date Signed

Acceptance of Transfer by New Supervisor

Date Signed

↓ THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT ↓

Approved by Human Resources Manager

DISTRICT OFFICE DATE STAMP!

DATE APPROVED

QUALIFICATIONS: _____ NCSSO Sr. Date

_____ Paraprofessional

Position Tracking #

_____ CPR Certified

NCSSO Transfer Request – Revised 11/17/11ts

_____ 1st Aid Certified