



**ORANGE UNIFIED SCHOOL DISTRICT**

Classified Personnel Office

**APPLICATION FOR TRANSFER/PROMOTION  
OUSD CLASSIFIED PERSONNEL APPLICANTS**

**PLEASE ANSWER ALL QUESTIONS**

**POSITION DESIRED**

**LOCATION**

NAME: \_\_\_\_\_  
Last First Middle

EMPLOYEE IDENTIFICATION # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Number & Street

PRESENT POSITION \_\_\_\_\_

City & Zip \_\_\_\_\_

LOCATION \_\_\_\_\_

Home Phone \_\_\_\_\_

WORK PHONE \_\_\_\_\_

REASON FOR APPLYING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION: Did you graduate from High School: Yes \_\_\_\_\_ No \_\_\_\_\_ if not, have you taken the GED? Yes \_\_\_\_\_ No \_\_\_\_\_

College: 1 2 3 4 \_\_\_\_\_  
Name of College Major

ADDITIONAL EDUCATION: \_\_\_\_\_

WHAT EQUIPMENT OR MACHINES DO YOU USE WELL? \_\_\_\_\_

HAVE YOU TAKEN THE DISTRICT TYPING/KEYBOARDING TEST? Yes \_\_\_\_\_ No \_\_\_\_\_

Typing/Keyboarding Speed: \_\_\_\_\_ Approximate date taken: \_\_\_\_\_

LIST ADDITIONAL TRAINING/COURSEWORK YOU HAVE UNDERTAKEN SINCE YOUR EMPLOYMENT WITH OUSD.

\_\_\_\_\_  
\_\_\_\_\_

IF NOT IDENTIFIED ELSEWHERE ON THIS APPLICATION, PLEASE LIST YOUR SPECIFIC QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE APPLYING:

\_\_\_\_\_  
\_\_\_\_\_

**DO NOT WRITE BELOW – OFFICE USE**

Typing/Keyboard: \_\_\_\_\_ Written: \_\_\_\_\_ Oral: \_\_\_\_\_

Other: \_\_\_\_\_ Transfer: \_\_\_\_\_ Promotion: \_\_\_\_\_

EXPERIENCE: Please indicate your experience as it pertains to this position. Include duties with OUSD and past employment. Begin with your present job.

FROM:	EMPLOYED BY:	JOB TITLE:
TO:	ADDRESS:	DESCRIPTION OF DUTIES:
LENGTH OF SERVICE: YR.                      MO.	CITY/STATE/ZIP:	
SALARY:	PHONE:	
MAY WE CONTACT EMPLOYER? _____ YES _____ NO	SUPERVISOR:	
REASON FOR LEAVING:		

FROM:	EMPLOYED BY:	JOB TITLE:
TO:	ADDRESS:	DESCRIPTION OF DUTIES:
LENGTH OF SERVICE: YR.                      MO.	CITY/STATE/ZIP:	
SALARY:	PHONE:	
MAY WE CONTACT EMPLOYER? _____ YES _____ NO	SUPERVISOR:	
REASON FOR LEAVING:		

FROM:	EMPLOYED BY:	JOB TITLE:
TO:	ADDRESS:	DESCRIPTION OF DUTIES:
LENGTH OF SERVICE: YR.                      MO.	CITY/STATE/ZIP:	
SALARY:	PHONE:	
MAY WE CONTACT EMPLOYER? _____ YES _____ NO	SUPERVISOR:	
REASON FOR LEAVING:		

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TO:	ADDRESS:	DESCRIPTION OF DUTIES:
LENGTH OF SERVICE: YR.                      MO.	CITY/STATE/ZIP:	
SALARY:	PHONE:	
MAY WE CONTACT EMPLOYER? _____ YES _____ NO	SUPERVISOR:	
REASON FOR LEAVING:		

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

The Orange Unified School District does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, physical handicap, medical condition or age in its employment practices. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX amendments of the United States Codes which protects persons against discrimination.