

ORANGE UNIFIED SCHOOL DISTRICT

# Transfer Request – Certificated Staff

Note: In order to be considered for a posted vacancy, transfer requests are due to the OUSD Human Resources office not later than 4:30 p.m. of the posted closing date.

I. NAME \_\_\_\_\_ EMPLOYEE ID NO. \_\_\_\_\_  
Last First Middle

HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

II. CURRENT/ GRADE/ WORK  
PRIOR POSITION: \_\_\_\_\_ DEPT.: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
Teacher, Media Spec., etc.

III. TEACHING AUTHORIZATION, CREDENTIALS:  
List valid credentials you hold with additional details regarding majors, minors, grade levels, etc., that indicate what you are legally authorized to teach.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

IV. DEGREES, CERTIFICATES, POST GRADUATE WORK, RECENT TRAINING:  
Please provide any information relative to your qualifications regarding the type of assignment for which you wish to be considered.

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

V. EMPLOYMENT HISTORY:  
1. First date of paid, contractual service in OUSD \_\_\_\_\_  
2. Total number of equivalent years of contractual service in OUSD \_\_\_\_\_  
3. Please list all OUSD assignments with dates and names of evaluators: \_\_\_\_\_

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

VI. TRANSFER REQUEST:  
Indicate the specific position for which you wish to be considered. Indicate school, grade level, subject, program or any other information regarding your request.

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

\_\_\_\_\_  
Signature of Transfer Applicant/Date

\_\_\_\_\_  
Signature of Current Administrator/Date