



2018-2019

Certificated Voluntary Transfer Request Article 61, 3(A)(1)(2)

A bargaining unit member who has attained permanent status and has stayed at least two years after a voluntary transfer may apply for any permanent vacancy which occurs.

Process:

- Submit Voluntary Transfer Request to Human Resources/Labor Relations before December 15, 2017
- Certificated employee will receive confirmation via district email that request has been received
- Qualified employees will be notified of the Voluntary Transfer Job Fair by mail

Name (Last, First)

Employee ID

Home Address

City

Zip Code

Phone Number

Teaching Credentials

Signature of Employee

Date

Submit Form To:

**Fresno Unified School District
Human Resources/Labor Relations
2309 Tulare St, Fresno, CA 93721**

- *Submission of this form only guarantees an interview for positions available at your current FTE*
- *You must hold the proper credential for position of interest*
- *This information is for Human Resources use only*
- *Voluntary Transfer Request is valid for one school year only*

HUMAN RESOURCES USE ONLY

Status Confirmed: _____

Voluntary Transfer: _____

FTE: _____

Meets Criteria: _____

Confirmation Email Sent: _____

General Provisions

Certificated Voluntary Transfer Request Article 61, 3(A)(2)

1. This form is to be used to apply for a Lateral Transfer Interview for positions that have become available during the school year. Interviews will be held prior to the Spring Transfer Fair. (overage)
2. A bargaining unit member who has attained permanent status and has stayed at least two years after a voluntary transfer may apply for any permanent vacancy which occurs.
3. Teachers who applied for a Voluntary Transfer prior to December 15, 2017 will be provided a list of openings in order to decide if they still wish to interview.
4. A Spring Transfer Fair will be held prior to the Spring Transfer Fair for teachers who submitted a Voluntary Transfer prior to December 15, 2017 and who still wish to interview for positions.
5. Positions not filled or become available after the overage process will be posted on the district website throughout the summer and to the end of the first three (3) student instructional weeks. Positions will be posted for 5 working days.
6. Voluntary Transfer Request forms are valid for one school year only.
7. You must hold the proper credential for positions of interest