



TRANSFER REQUEST FOR NON-CERTIFIED PERSONNEL

To: DIRECTOR OF HUMAN RESOURCES

From: _____ (Please Print)

Current Building Assigned to: _____

Current Position: _____

- Any Employee of District 150 is eligible to apply for a transfer if they meet the eligibility requirements outlined in their labor contract. The negotiated labor contract has useful information about transfer requests and it is suggested that employees review that information before submitting this form.
- Applications for transfers should be submitted to your building principal or supervisor, who will then forward the requests to the Human Resources Department.
- The final decision on a transfer application will be made jointly by the building principal(s) or supervisor and the Director of Human Resources.

Location Desired: _____

Position Desired: _____

Comments: _____

Signature of Employee

Date

Signature of Principal or Supervisor

Date