

BANNING UNIFIED SCHOOL DISTRICT

**CLASSIFIED APPLICATION
REQUEST FOR
LATERAL TRANSFER**

Any employee may request a transfer to another position. The application will be evaluated at any time such a position is officially declared open. Contact Human Resources for assistance if needed.

Name: _____ **Date of Permanency:** _____

Address: _____

Phone Number: _____ **Email:** _____

Present Position: _____ **Current Location:** _____

Position Desired: _____ **Location Desired:** _____

Give us a brief summary of your work history.

Reason for transfer request: _____

Signature **Date**

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FOR HR USE ONLY

Approved: _____ **Seniority Ranking:** _____
(Date)

Disapproved: _____ **Reason:** _____
(Date)

Superintendent or Designee **Date**