

PETALUMA CITY SCHOOLS

**CERTIFICATED EMPLOYEE'S (PFT MEMBER) APPLICATION:
FOR TRANSFER TO NEW POSITION OR SITE,
OR TO REQUEST AN ADDITIONAL POSITION**

Employees requesting consideration for another position in the district shall complete and forward this form to the Human Resources office. This form may be filed at any time during the school year. Applications will be considered for any vacancy during the school year in which the request is filed, and for the beginning of the school year immediately following. Applications that are not granted within this period of time must be renewed.

Since your application will be considered along with outside applicants, it is recommended that you submit a cover letter, résumé and letters of reference with this form. As a courtesy, your current administrator will be notified of your application.

Please Print or Type

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Current position: _____ Site: _____

List all positions desired (include site, subject, grade level desired): _____

Education and Professional Training:

Units earned in the last five years: _____

School name and location

Degree

Major

Minor

List all credentials held: _____

Please explain your reasons for submitting this application: _____

Signature

Date

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity.