

APPLICATION FOR TRANSFER
OFFICE OF HUMAN RESOURCES: TALENT ACQUISITION

NAME: _____ EMPLOYEE ID: _____

CLASSIFICATION: _____

PRESENT JOB LOCATION: _____

HOURS WORKED PER DAY: _____

HOMES ADDRESS: _____

BUSINESS PHONE: _____ HOME PHONE: _____

DATE OF ORIGINAL APPONTMENT WITH BOARD OF EDUCATION: _____

DATE STARTED IN PRESENT CLASSIFICATION: _____

LOCATIONS TO WHICH TRANSFER IS REQUESTED: _____

(No more than (6) specific locations)
Indicate choice of shift, if applicable

INFORMATION

1. **DO NOT** use this form to make application for a job vacancy which is ***POSTED ON THE BULLETIN BOARD or SENT VIA EMAIL.***
2. **RETURN** this completed form to classifiedservices@columbus.k12.oh.us
3. This is an expression of ***PREFERENCE***, indicating that you wish to be considered for transfer in case a vacancy occurs at the location which you have requested.

The Agreement affecting Classified Personnel (Adopted July 1, 1975) requires the POSTING OF JOB VACANCIES in the major areas of school clerical, custodial and cafeteria. After a vacancy has been filled by transfer under the Posting Procedure, the Board is NOT required to post further job vacancies resulting from such transfer. “The Board shall fill such subsequent vacancies by transferring on the basis of job classification seniority, and any person with the appropriate job classification who has on file (with the Director of Classified Personnel) an application for transfer to such location.”

Per Article 8.8 (H) The Board may reject an applicant for a promotional or transfer opportunity of within the 12 months immediately prior to the posting the applicant has either received a suspension of one or more days which has not been successfully overturned or has been absent on 10 or more occurrences (consecutive days of absence shall be considered on occurrence). An applicant may not be rejected because of attendance if the applicant has an accumulated sick leave balance equal to five (5) or more days per year of service with the Columbus City Schools. The position shall be awarded to the applicant with the highest job classification seniority who is not rejected for the reasons described in this section. No one from outside of the bargaining unit shall be considered for a position as long as there is a member of the bargaining unit who applies for the position and is not subject to rejection as provided in this section.

SIGNATURE: _____ DATE: _____