



Employee Request Voluntary Transfer

_____ Employee's Name (print)	_____ Preferred Email Address
_____ Home Address	_____ City, State and Zip Code
_____ Home Phone	_____ Cell Phone
_____ Current Position	_____ Current Location

Desired Location:

1st choice: _____

2nd choice: _____

3rd choice: _____

Employee's Signature and Date

Instructions: Your written preference sheet must be received in Human Resources no later than **Tuesday, May 1, 2018.**

Human Resources is responsible with staffing buildings with appropriately qualified staff. Building Administrators make the final decisions as to what grade level/content area teaching staff will be assigned.

Please indicate if you are interested in any Flint specialty schools:

Southwestern/ALA Grades 7-12	Grade Level: _____
Scott Middle School Grades 7-8	Grade Level: _____
Freeman Elementary (Balanced Calendar)	Grade Level: _____
Brownell STEM Academy	Grade Level: _____
Holmes STEM Academy	Grade Level: _____