

LOS ANGELES COMMUNITY COLLEGE DISTRICT
OFFICE OF PERSONNEL OPERATIONS

REQUEST FOR TRANSFER

Directions: Prepare one copy of this form and forward to the Division of Human Resources, Academic Selections.

_____ Employee Number _____
Last Name First Name M.I.

Home Address _____ Home Telephone _____

_____ State _____ Zip Code _____
City

Name in order of your choice, colleges to which you wish to transfer:

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

(7) _____ (8) _____

Subject field(s) or position of probationary appointment _____

Subject field(s) or position of current assignment _____

Subject field(s) or position for which transfer is requested _____

List the specific courses you are best qualified to teach in the subject field(s) for which transfer is requested.

Credential(s) _____

Present college location _____ Number of years at this college _____

Supplementary information you wish to have considered as part of this transfer request.

Requested by _____
Employee Signature Date

() Returned without approval

() Approved for consideration _____
Human Resources Date

Expiration date of transfer request _____

A copy of this request will be sent to each of the colleges you have listed above and will be added to the transfer list.

(over)

List language(s) other than English in which you are fluent _____

Teaching Experience: List your teaching experience during the last ten years.

<u>Location</u>	<u>From</u>	<u>To</u>	<u>Subject/Discipline/Specialities</u>

Academic Preparations: List your degrees and any subsequent courses taken that relate to your transfer request.

<u>College or University</u>	<u>Degree/Date</u>	<u>Major or Subject</u>

References: List below the names of individuals who could provide additional information relative to your teaching abilities.

<u>Name</u>	<u>Position</u>	<u>Print Street Address, City, State and Zip Code</u>