

# MARION COUNTY BOARD OF EDUCATION

## EMPLOYEE TRANSFER REQUEST

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Present School: \_\_\_\_\_ Present Position: \_\_\_\_\_

Years/months in current position \_\_\_\_\_

Position Applied for: \_\_\_\_\_ School: \_\_\_\_\_

**Please provide a brief statement of why you should be considered for this position:** (Please print. Attach additional pages if needed.)

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**Qualifications/Experience** (You may attach a resume or an addition sheet if needed) \_\_\_\_\_

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**Highest level of education attained:** \_\_\_\_\_

I understand that discussion of employment opportunities is not a guarantee that I will be accepted for a position. I understand that any employment offer may include a change in salary or benefits.

*"I hereby certify that the information provided is true and accurate to the best of my knowledge."*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Principal/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**RETURN FORM TO HUMAN RESOURCES FOR PROCESSING**