

LAKE WASHINGTON SCHOOL DISTRICT #414
Human Resources
**REQUEST FOR INTRADISTRICT TRANSFER
CLASSIFIED EMPLOYEES**

Employee's Name

Home Phone

Home Address

Current Position/Location

Work Phone

I wish to be considered for the current open and available position of:

_____ located at _____
Position Building/Department

PREVIOUS EMPLOYMENT AND/OR DISTRICT POSITIONS HELD (List most recent first)

Position/Location Supervisor's Name Dates

EDUCATION: (School, Dates Attended, Major/Minor, Degree/Diploma)

High School _____

Business/Other _____

University/Trade School _____

Your Human Resources file will not be forwarded to the interviewer.

Please describe any knowledge, skills and abilities you possess which you believe further qualifies you to perform the type of work for which you are applying. List all licenses, certificates, credentials and professional affiliations relative to the type of work for which you are applying. You may attach a resume or letters of recommendation.

Employee's Signature

Date

RETURN COMPLETED FORM TO HUMAN RESOURCES

01/2012