

NON-TEACHING EMPLOYEE TRANSFER/PROMOTION DATA FORM

PURPOSE: The following information is to be completed by a non-teaching employee who desires consideration to transfer or be promoted to a different job position in the North Branch School District.

NAME: _____

Do you have a formal "Application for Non-Teaching Position" in the Central Office?

_____ Yes _____ No

CURRENT POSITION: (Title of position, building and hours worked)

TRANSFER OR PROMOTION REQUEST: (Position desired)

YEARS EMPLOYED IN NORTH BRANCH SCHOOL DISTRICT: _____

REASON FOR REQUESTING A TRANSFER/PROMOTION:

CANDIDATE STATEMENT: (Qualifications for the position, competencies etc., for the requested position – use back if necessary)

EMPLOYEE'S SIGNATURE

Forward this completed copy to Central Administration by the deadline date as indicated on formal posting of posting of position notice.

SUPERINTENDENT'S SIGNATURE

DATE

COMMENTS: _____
