



CHICO UNIFIED SCHOOL DISTRICT

Administrative Office | Classified Human Resources
1163 East 7th Street, Chico, CA 95928
(530) 891-3000 x 20240
Fax: (530) 891-3211

RESPONSE TO LATERAL TRANSFER NOTICE

LETTER OF INTEREST FOR _____, _____, _____
THAT CLOSES ON _____.

IF YOU ARE INTERESTED IN BEING CONSIDERED FOR LATERAL TRANSFER OR LIMITED TERM OPPORTUNITIES, SUBMIT A LETTER OF INTEREST TO CLASSIFIED HUMAN RESOURCES BY NOON ON THE CLOSING DATE.

YOU MAY APPLY FOR CONSIDERATION FOR LATERAL TRANSFER OR LIMITED TERM OPPORTUNITIES PROVIDED YOUR CURRENT, REGULAR POSITION IS AT THE SAME OR HIGHER LEVEL AND YOU MEET THE MINIMUM REQUIREMENTS FOR THE POSITION WHICH MAY INCLUDE TESTING. FOR CLASSIFICATION THAT REQUIRE CERTIFICATES AND/OR LICENSES, SUBMISSION OF CURRENT CERTIFICATES AND/OR LICENSES MUST BE SUBMITTED WITH THE LETTER OF INTEREST. PLEASE REFER TO THE JOB DESCRIPTION OF THE CLASSIFICATION.

NAME: _____

HOME PHONE #: _____

WORK PHONE #: _____

My POSITION INFORMATION:

CLASSIFICATION	ASSIGNED HOURS/DAY	ASSIGNED START/END TIME	WORK SITE

REQUEST TO ADD OR REQUEST TO TRANSFER

ADDITIONAL INFORMATION: (IF THERE IS ADDITIONAL INFORMATION YOU'D LIKE TO SHARE, PLEASE INCLUDE IT HERE)

SIGNATURE _____

DATE _____

(PLEASE COMPLETE & PRINT THIS FORM. FORWARD THE SIGNED ORIGINAL TO THE CLASSIFIED HUMAN RESOURCES OFFICE BY 12:00 NOON ON THE CLOSING DATE.)