

PETALUMA CITY SCHOOLS

CERTIFICATED EMPLOYEE'S (PFT MEMBER) APPLICATION:  
FOR TRANSFER TO NEW POSITION OR SITE,  
OR TO REQUEST AN ADDITIONAL POSITION

Employees requesting consideration for another position in the district shall complete and forward this form to the Human Resources office. This form may be filed at any time during the school year. Applications will be considered for any vacancy during the school year in which the request is filed, and for the beginning of the school year immediately following. Applications that are not granted within this period of time must be renewed.

Since your application will be considered along with outside applicants, it is recommended that you submit a cover letter, résumé and letters of reference with this form. As a courtesy, your current administrator will be notified of your application.

**Please Print or Type**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Current position: \_\_\_\_\_ Site: \_\_\_\_\_

List all positions desired (include site, subject, grade level desired): \_\_\_\_\_  
\_\_\_\_\_

Education and Professional Training:	Units earned in the last five years: _____			
	School name and location	Degree	Major	Minor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all credentials held: \_\_\_\_\_  
\_\_\_\_\_

Please explain your reasons for submitting this application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity.