



For Personnel Office Use Only:

L: \_\_\_\_\_

JE: \_\_\_\_\_

*Mt. Diablo Unified School District*  
**REQUEST FOR VOLUNTARY TRANSFER**

To: Classified Personnel Office

From: \_\_\_\_\_

*Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Employee ID # (Required)*

**Current** Work Location: \_\_\_\_\_

**Current** Classification: \_\_\_\_\_

I am interested in being considered for a voluntary transfer to the following area as stated in your memorandum:

Transfer Memo #: \_\_\_\_\_ Job \_\_\_\_\_  
*A-B-C-D-E, etc.*

Final Filing Date: \_\_\_\_\_

Work Location: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Classification: \_\_\_\_\_

➔ **A separate request must be submitted for each vacancy in which you are interested.**