



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

CLASSIFIED TRANSFER/PROMOTION APPLICATION

INSTRUCTIONS: This application must be completed and submitted by the designated date on the Promotion announcement. Completed applications can be sent through inter office mail, sent via US mail to Human Resources, 1108 Bissell Avenue, Richmond, CA 94801 or delivered in person.

PLEASE PRINT LEGIBLY

Date: _____ Employee ID#: _____

Name: _____

Is this a new address? Yes No Address: _____
City State Zip Code

Is this a new phone number? Yes No Telephone #: () _____

Current Classification

Current Work Site

List the Job # and Classification from the transfer or promotion bulletin that you have interest in and qualify for:

Job #	Classification

For promotion opportunities only: In the space provided below please describe your experience and training that would demonstrate you have met the qualifications for this position or attach a resume.

Employee Signature

Date