



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES  
1108 Bissell Avenue  
Richmond, CA 94801  
(510) 620-2112  
Fax (510) 236-0171

## ***REQUEST FOR VOLUNTARY TRANSFER***

***PLEASE PRINT***

Date: \_\_\_\_\_

Social Sec. # \_\_\_\_\_

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

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

\_\_\_\_\_  
City State Zip Code

Telephone #: \_\_\_\_\_

\_\_\_\_\_  
Current Classification

\_\_\_\_\_  
Current Work Site

***I wish to apply for the transfer to:***

Work Location

Classification

Range

Memo #

\_\_\_\_\_  
Signature

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

After request is completed, please return the form to Human Resources.