



Sulphur Springs School District

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

Phone - (661) 252-5131

Fax - (661) 252-3589 www.sssd.k12.ca.us

Classified Internal Application/Transfer Form

Instructions:

If you are a current employee applying for a job in a different classification, please fill out the following information on this form. This form must be submitted by the closing date with a Letter of Intent, current resume, and one (1) recent letter of recommendation.

If you are a current employee requesting a transfer into a vacancy within your current classification, please fill out the following information on this form. This form must be submitted by the closing date. The criteria of employee requested transfer outlined in the Classified Master Contract Agreement will be used to determine placement.

If you are not a current employee, please use and complete the Classified Employment Application Form. Submissions of this form by outside applicants will not be accepted.

Full Name: _____

Date: _____

Last

First

M.I.

Daytime Phone: (____) _____ **Home/Cell Phone:** (____) _____

Email Address: _____

Please list your current location and position at Sulphur Springs School District.

Current Location: _____

Current Position: _____

Number of hours a day you work: _____

Date Hired in Current Classification: _____ **Number of years employed with SSSD:** _____

Please list the position you are applying or requesting transfer.

Position Desired: _____

Position Location: _____

Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Personnel Office Use Only:

Date Received: _____

Test Score(s): _____ Letter of Intent Resume Letters of Recommendation