

LOS RIOS COMMUNITY COLLEGE DISTRICT
Request for Management Transfer

Step 1

Name of Applicant _____

I hereby request a transfer to:

Vacancy Position Title _____ Posting#: _____

Current Management Position: _____

Department: _____ Location: _____

My current assignment includes the following (brief description and/or attach a resume):

Applicant's Signature: _____ Date: _____

(Submit to the Associate Vice Chancellor of Human Resources by the final filing date indicated on the transfer notification).

Applying to the Job Posting Online: Transfer requests are given full consideration, but are not guaranteed, therefore, we encourage you to submit an application packet through the recruitment process by the final filing date listed on the job announcement.

Yes No If the transfer is denied, I wish to be considered in the advertised posting pool. ***(If 'No', you will need to withdraw your application from the advertised posting using the online application system.)***

Applicant Signature: _____ Date: _____

Step 2

Human Resources will forward to the appropriate College President or Chancellor.

Step 3

To: Associate Vice Chancellor, Human Resources Services

At this time, the transfer requested by _____ from _____
College is being:

Recommendation pending Board approval with a start date of _____.

Transfer denied; referred to the general hiring process with all other applicants

Step 4

Human Resources notifies the requesting party of the outcome of the transfer request.