

**BERKELEY UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES  
CERTIFICATED PERSONNEL**

**APPLICATION FOR TRANSFER**

(Applications for transfer will be accepted only on this form. A separate form is required for each request.)

Last Name	First Name	Home Phone	
Address		City	Zip
e-mail address(es)			
Current Assignment	Site	FTE	Work Phone
Position Requested	(one position per form)	Site	FTE
Credential(s) now held	Expiration Date	CLAD ___yes ___no	

**EDUCATION AND PROFESSIONAL TRAINING**

Name and Location of Institution Attended	Dates Attended From To	Major/Minor	Degree/Credential/ Certificate

**TEACHING EXPERIENCE**

Dates	Location (City & State)	Name and Level of School	Grade/Subject Taught	Other School Related Activities

**Note:** If you are interested in more than one position, you must complete a separate transfer form for each position. If you request more than one position on an application, your application will be rejected without further consideration. Please list your preferences:

**Position Requested:** 1<sup>st</sup> Preference \_\_\_\_\_ 2<sup>nd</sup> Preference \_\_\_\_\_  
3<sup>rd</sup> Preference \_\_\_\_\_

**Applications must include:** copies of credentials and/or transcripts if requested position differs from currently held position. Also include any information which may be relevant to the selection process, such as prior professional development, certifications other than credential, past teaching assignments, involvement in school committees, etc.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return this form to:**

**Attn: Lisa Udell, Ed.D.,  
Assistant Superintendent Human Resources  
BERKELEY UNIFIED SCHOOL DISTRICT  
2134 Martin Luther King Jr. Way  
Berkeley, CA 94704-1180**