



**Classified Transfer
Prior Experience/Education Request**

Must be submitted to Human Resources prior to making a recommendation for hire.

Name of Transfer _____

Position _____

Department _____

Relevant work experience or work skill beyond requirements for the position:

Education Level:

Have you verified this experience/education level?

Yes _____ No _____

At what step are you recommending new employee be placed? _____ (maximum of 9 steps)

CMCSS Supervisor/Principal's Signature

Date

CHRO/HR Designee Date ____ Approved ____ Disapproved