

**Cape Girardeau Public School District No. 63  
Employee Transfer Request Form**

This form is to be completed by an employee who requests a transfer within the District. Please submit to the Office of Human Resources.

Legal Name: \_\_\_\_\_ ID# \_\_\_\_\_  
(Please Print)

Current Position: \_\_\_\_\_ School/Department: \_\_\_\_\_  
(including grade level and subject if applicable)

I request a transfer to the following position(s)/location(s):

_____	_____	_____
Job Posting #	Position Title	Location
_____	_____	_____
Job Posting #	Position Title	Location
_____	_____	_____
Job Posting #	Position Title	Location

Optional Resume Update - It is suggested that you submit current resume and letters of recommendations. This information will be used by the hiring principal/supervisor during the screening process.

Previous Building(s)	Position(s)	Date(s) of Employment

Brief Explanation of Request:

\_\_\_\_\_

\_\_\_\_\_

Job Skills, Education and Training - What qualifications, training and skills do you have for the position(s) for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

Level of Education (check the highest level):  High School  Associate's  Bachelor's  Master's  
 Doctorate  Other (explain): \_\_\_\_\_ Number of college credits: \_\_\_\_\_

Certification(s):

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Optional Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CAO Approval: \_\_\_\_\_ Date: \_\_\_\_\_