



# Northampton County Schools

## Employee Transfer Request (Please Print)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Current Position: \_\_\_\_\_

Current Location: \_\_\_\_\_

### Request Change:

Position(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

Reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

*Before signing and submitting completed form to Human Resources, please read and comply with all related transfer procedures, attached.*

***INTERESTED EMPLOYEES SHOULD SUBMIT THIS FORM BETWEEN MAY 1st and JUNE 1st.***