



Flagler County Schools
Human Resources Department
Transfer Request Form

Date: _____

Name _____ School/Dept _____

Current Position _____ SSN _____

Address _____

Contact Number _____ Home Work Cell

Email address: _____

Non-Instructional employees must be in their present position for 90 working days to be eligible for a transfer.

I am applying for the following position: _____

School/Department _____ Position Control # _____

Reason for request:

I understand that if a transfer is possible, I will be given every consideration. I also understand that I must meet the minimum qualifications of the position to be granted an interview.

If I am applying for a posted position, I further understand that I must have an on-line employment application completed in order to be considered and I must apply for the posted position in order for my name to be included on the job applicant list. The on-line application is available via www.flaglerschools.com/departments/hr.