



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue, Hemet CA 92545

CLASSIFIED EMPLOYEE LATERAL TRANSFER REQUEST FORM
(Probation must be completed in this position to be eligible)

I request a Lateral Transfer for open job posting #

Job Classification

Number of hours

Work Site

EMPLOYEE NAME

DISTRICT EMPLOYEE ID NUMBER

CONTACT NUMBER(s)

CONTACT EMAIL ADDRESS

CURRENT JOB CLASSIFICATION
(MUST BE IDENTICAL TO POSTED JOB CLASSIFICATION)

CURRENT WORK SITE

CURRENT NUMBER OF HOURS
(MUST BE IDENTICAL TO THE POSTED NUMBER OF HOURS)

SIGNATURE OF APPLICANT

DATE

HR OFFICE USE ONLY

Seniority Date in Classification _____
Permanent Date _____
(Probation completed)

- Employee Notified Lateral Transfer received
- Lateral Transfer reviewed by Site Administrator
- Lateral Transfer Accepted
- Lateral Transfer Denied