

APPLICATION FOR TRANSFER

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SCHOOL ADMINISTRATIVE AND SUPPORT STAFF, FARM ASSISTANTS AND GENERAL ASSISTANTS

Classification Sought _____
 (eg.school assistant, teachers' aide special, Aboriginal Education Assistant, General Assistant)

Section 1-Personnel Details

Family Name _____ Given Name(s) _____

Serial Number _____

Home Address _____ Postcode _____

Home Phone _____ Mobile Phone _____

If you intend to move please state approximate date / /

New contact address _____ Postcode _____

Contact Phone _____

Section 2 – Type of Transfer

Nominated Position Abolished Position reduced

Compassionate **Please provide details and supporting documentation**

Service, including resumption from leave with right of return to current position

Same Classification Different Classification

Resumption from leave without right of return to former position. Anticipated date of return / /

Section 3 – Details of current position(s)

	School Code	School name	Position initials eg. SA	Hours per week	School Phone Number
1					
2					
3					
4					
5					

Section 4 – Length of permanent service for transfer purposes

Initial Entry on Duty (to a permanent SASS/FA/GA position)	Full-time Leave without Pay (where you were absent for all of your normal working week)	All other Leave Without Pay (include strike days LWOP –(except approved part-time LWOP) where you were not absent for all of your normal working week)
Date	Number of weeks	Number of days
/ /		
Have you resigned and been re-employed as a permanent SASS/FA/GA since your initial entry on duty YES / NO (delete as appropriate)		

