



## INTERNAL JOB OPPORTUNITY/TRANSFER REQUEST

To be completed by current employees for a specific posted job in which you are interested and qualified.

Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Current Job/s: \_\_\_\_\_ Current Location/s: \_\_\_\_\_

**If you are awarded the job you are applying for, will you:**

continue in current position/s  not continue in current position/s

(your answer is for recordkeeping purposes only and does not affect whether or not you are awarded the position).

Job Applying For: \_\_\_\_\_ Location of Job Applying For: \_\_\_\_\_

If job you are applying for is a teaching position, are you highly qualified per the definition as set forth by the Michigan Department of Education?  Yes  No

Qualifications/skills/abilities applicable to posted job: (Attach resume if appropriate)

Reason/s for interest in this job:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**Return completed form by posted deadline to:**

Human Resources Office  
785 Riverside Ave., Suite 1  
Adrian, Michigan 49221  
Phone: (517) 264-6646  
Fax: (517) 265-5381  
Web Site: [www.theadrianmaples.com](http://www.theadrianmaples.com)

Si necesita esta información traducida, favor de llamar a las oficinas de los Programas Estatales y Federales al 517/263-7205