



## Staff Transfer Request

MIS #356

Staff members requesting a change in assignment or transfer to another building or position should complete this form. Submit the completed form to the Office of Human Resources via email at [hr@pasco.k12.fl.us](mailto:hr@pasco.k12.fl.us).

**Employee Name:**

**Employee ID Number:**

**Current Work Location:**

**Current Position:**

**Positions of Interest:**

**Work Locations of Interest:**

This form allows employees to express interest in other assignments or work locations and does not replace the official application process. Employees must apply through TalentEd for open positions as an internal candidate.

Positions at Current Work Location: Discuss with your administrator.

Positions at a Different Work Location: Contact the school administrator directly.

HR Recruitment Team: [work@pasco.k12.fl.us](mailto:work@pasco.k12.fl.us)