DEPARTMENT OF GENERAL SERVICES
BARGAINING UNIT 15
POST AND BID
REASSIGNMENT/TRANSFER REQUEST FORM

CURRENT CLASSIFICATION:				POSITION NUMBER: 308- -2011-	
EMPLOYEE NAME: (PLEASE PRINT)	FIRST M.I. LAST			OFFICE/BRANCH NAME	
PRESENT WORK LOCATION (ADDRESS/CITY/ZIP CODE)				WORK TELEPHONE NUMBER ( ) -	
PRESENT WORK WEEK START AND END DAYS ARE:	START TO	END	PRESENT SHIFT HOURS BEGIN AND END:	SHIFT BEGINS TO	SHIFT ENDS
CURRENT SUPERVISOR IS:				SUPERVISOR'S TELEPHONE NUMBER ( ) -	

Pursuant to the provisions of the July 02, 2013 through July 01, 2016 SEIU/LOCAL 1000 UNIT 15 MOU, I hereby request that I be considered for the vacant position as referenced below.

RPA Number:	Post & Bid File By Date on JOB:	City Location of Position	Position Number:
10776, 10777 and 10778-FMD	3/24/16	Sacramento	308-069-2011-931

Working Days of Position	Working Hours of Position:	Classification:
Monday through Friday	2:30 PM to 11:00 PM	CUSTODIAN

I certify that I am currently a **full-time permanent** employee having successfully passed my probationary period in the classification above with the Department of General Services.

I understand that the bidder with the most continuous permanent full-time statewide seniority in the class (regardless of department) will be offered the position. If I am the most senior bidder and am offered the position, I have a maximum of three (3) work days to accept or reject the job offer unless a longer period is agreed to by the hiring supervisor.

EMPLOYEE SIGNATURE	DATE

This bid form must be submitted to Ryan English, Custodian Supervisor III at Facilities Management Division, Region III – Franchise Tax Board, P.O. Box 277376, Sacramento, CA 95827 and received by 3/24/16, which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms Trisha Lawson **after** the Post & Bid File By date for seniority calculations.

FOR PERSONNEL USE ONLY					
TENURE/TIME BASE		APPOINTMENT DATE		SENIORITY (MONTHS)	
SSN		SENIORITY VERIFIED BY:		DATE VERIFIED:	

OHR-R15L (REV 07-02-13)