

**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	END	PRESENT SHIFT HOURS BEGIN AND END:	SHIFT BEGINS	TO	SHIFT ENDS
		TO				
CURRENT SUPERVISOR IS:				SUPERVISOR'S TELEPHONE NUMBER () -		

Pursuant to the provisions of Article 20, July 01, 2010 through July 01, 2013 SEIU/LOCAL 1000 UNIT 15 MOU, I hereby request that I be considered for the vacant position as referenced below.

RPA Number: 11248 BPM	Post & Bid File By Date on JOB: 3/31/16	City Location of Position San Jose	Position Number: 308-471-2011-937
Working Days of Position Monday through Friday	Working Hours of Position: 6:00 AM to 2:30 PM	Classification: 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 Gloria Toscano, Personnel Liaison, at Building and Property Management Branch, 707 3rd Street, 5th Floor, West Sacramento, CA 95605 and received by 3/31/2016 which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms to Johnisha Jones **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:	