

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

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|--|-------|------|------|--|----------------------------|
| 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: 11751-FMD | Post & Bid File By Date on JOB: 07/20/16 | City Location of Position Sacramento | Position Number: 308-067-2011-931 |
| Working Days of Position Monday through Friday | Working Hours of Position: 5:00 am to 1:30 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 **Ryan English**, Custodian Supervisor III at Facilities Management Division Region III – FTB, P.O. Box 277376, Sacramento, CA 95877 and received by 07/20/16, which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms Rebecca Moran **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: | |