

**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 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: 9505-BPM	Post & Bid File By Date on JOB: February 19, 2016	City Location of Position Los Angeles	Position Number: 308-353-2011-935
Working Days of Position Sunday through Thursday	Working Hours of Position: 3:00 P.m. to 11:30 p.m. Night Shift	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: Lawrence Snipes, Building Manager - at Building and Property Management Branch, LA/East Region – Van Nuys – LARTMC, 6150 Van Nuys Blvd., Suite 120, Van Nuys, CA 91401 and received by **February 19, 2016** which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms to **Sandeep Sanghera** 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:	