

**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: 9911-BPM	Post & Bid File By Date on JOB: February 19, 2016	City Location of Position Irvine	Position Number: 308-731-2011-933
Working Days of Position Monday - Friday	Working Hours of Position: 6:00 a.m. to 2:30 p.m.	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
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This bid form must be submitted to: Thomas Teague - at Building and Property Management Branch, Southern Region – Santa Ana/Irvine Mgmt, 605 W. Santa Ana Blvd., Bldg 28, Room 140, Santa Ana, CA 92701 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:	