



APPLICATION FOR TRANSFER

SCHOOL ADMINISTRATIVE AND SUPPORT STAFF, FARM ASSISTANTS AND GENERAL ASSISTANTS

Classification Sought

(e.g. School Administrative Officer, School Learning Support Officer, Aboriginal Education Officer, General Assistant, Farm Assistant)

Section 1—Personal details

Last name _____ First name(s) _____
Employee ID number _____
Home address _____ Post code _____
Home telephone number () _____ Mobile telephone _____
If you intend to relocate, please indicate approximate date / /
New/contact address _____ Post code _____
New telephone number () _____

Section 2—Type of transfer

- ☐ Nominated (reason) → Position abolished ☐ → OR Position reduced ☐
☐ Compassionate Please provide details and supporting documentation
☐ Service, including resumption from leave with right of return to current position
☐ Resumption from leave **without** right of return to former position. Anticipated date of return / /

Section 3—Details of current positions(s)

	School Code	School name	Position initials (eg SAO, GA)	Hours per week	School telephone number
1					
2					
3					
4					
5					

Section 4—Length of permanent service for transfer purposes

Have you resigned and been re-employed as a permanent SASS/FA/GA with DET?

Yes ☐ → Approx dates of previous employment with DET From _____
No ☐ To _____

Please complete Page 2 of application

