

APPENDIX D
BID/TRANSFER FORM

00408
ER-RJH
10/03

DATE _____

TO: _____
Immediate Supervisor

Please forward my bid to (if applicable, please check the appropriate person in the area where vacancy occurs).

- _____ Senior Director of Facilities and Operations (Construction Services and Maintenance Services)
- _____ Senior Director of Support Services (Transportation Services)
- _____ Senior Manager of Warehousing and Distribution (Business Services)
- _____ Assistant Superintendent of Information Systems and Technology
- _____ Principal of School/Worksite Supervisor

I, _____ wish to bid/transfer (circle one)
for the position of _____ located at _____ ;

bid expiring _____. Highest Grade Completed ____ or GED ____

My seniority date with the Polk County School Board is _____ .

My training and experience are: _____

My skills and abilities are: _____

I am presently employed as _____
in the _____
School/Department

Please consider my bid for this position.

Thank you, _____
Signature

Phone No. _____ SAP # _____

The bid for the above position has been recommended for award to as of

Date

Signature Title
Copies: White Supv./Prin. At Vac. Site; Canary Immed. Supv.; Pink Emp.