

HALTON DISTRICT SCHOOL BOARD

SECONDARY SCHOOL TEACHER APPLICATION FOR VOLUNTARY TRANSFER

Name: _____ Present Location: _____ Employee # _____

Teachers seeking a voluntary transfer for the next school year must complete this form and submit it to Kelley Terry, Manager of Human Resources – Secondary, by **March 1** (with a copy to Stephen Lindeman, Staff Officer, OSSTF District 20). A teacher wishing to rescind or amend the Voluntary Transfer Application form must do so by **April 15**. Voluntary Transfer requests are considered only after the placement of surplus teachers has been completed.

A teacher who has applied for a transfer **must** accept a placement for which the teacher is qualified and has indicated a preference.

1. Teaching Preferences

a) Would like to teach

b) Would be willing to teach in the transfer year and subsequent years (indicate # of sections, if you wish to limit)*

* Please note:

1. A teacher can teach no more than two courses a year by mutual agreement in the following subjects unless he or she holds qualifications in the subject: Visual Arts, Business Studies, Guidance (including counselling), Family Studies, Music – Instrumental, Music – Vocal, and Physical and Health Education.
2. A teacher can teach the following subjects only if he or she holds qualifications in the subject: French as a Second Language, English as a Second Language, Design and Technology, Technological Studies, Special Education, Developmentally Delayed, The Deaf or Hard of Hearing, The Blind or Visually Impaired, In charge of a School Library program, In charge of Guidance program, In charge of a Special Education program.

2. Preferred Location

a) Geographic Area (most important consideration: Yes _____ No _____)

East _____ West _____ North _____

b) Specific Schools (most important consideration: Yes _____ No _____)

3. Qualifications (as recorded on the Ontario College of Teachers' Certificate of Qualifications)

4. Teaching Experience

	School	Subjects Taught	Year(s)
Halton			
Other			

4. Additional Information

Teacher's Signature _____ Date _____