

**Education Procedure Manual 2/33**

**Procedures for the Transfer of Teachers APPENDIX 3**

**Application : Request for Voluntary Transfer**

**All applicants should read Section 7 of Education Procedure Manual 2/33 – Procedures for Transfer of Teachers.**

**Prior to submitting this application, you must have discussed the circumstances with the Head Teacher in the first instance. and/or the Resource Planning Manager. These discussions should be initiated by you and take place within a timescale to allow for submission of the application during the period 1st January – 31st January.**

**Name**

**Present School**

**Subject (if secondary)**

**Length of continuous service within EDC**

**Declaration by Teacher**

I have already discussed my request to transfer (details overleaf) with the Head Teacher.

and/or the Resource Planning Manager \*

(\*delete as appropriate)

I declare that the information I have given in this form is accurate.

**Signature of Teacher Requesting Voluntary Transfer**

**Date**

**Declaration by Head Teacher/Resource Planning Manager\*** (\*delete as appropriate)

I have discussed this application to transfer (details overleaf) with the teacher and can confirm that there are currently no grounds for any competency or disciplinary procedures being undertaken.

**Signature of Head Teacher/Resource Planning Manager \*** (\*delete as appropriate)

**Date**

**Reason(s) for Request to Transfer**

**Medical (Refer to Paragraph 7.7 of Procedure Manual 2/33)**

Details :

**Personal (Refer to Paragraph 7.8 of Procedure Manual 2/33)**

Details:

**Breakdown of Working Relationships (Refer to Paragraph 7.9 of Procedure Manual 2/33)**

Details:

The completed application form should be returned to Resource Planning Manager- bernie.sanderson@eastdunbarton.gov.uk (**during period 01 January – 31 January**)

***For official use only***

Date Received