



2500 S. State Street
Salt Lake City, UT 84115
www.graniteschools.org

Secretarial Transfer / Promotion Application

Date of Application: _____

AN EQUAL OPPORTUNITY EMPLOYER

Granite School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex or physical or mental disability, except where justified to meet a bona fide occupational requirement. If you are a qualified individual with a disability who needs assistance with the application process, please contact the District Human Resource office at 646-4511. Granite School District is committed to keeping our workforce drug free and free from harassment of any type.

POSITION INFORMATION

POSITION YOU ARE APPLYING FOR: _____

APPLICANT INFORMATION

Legal Name: _____
Last First Middle

Present Address: _____
Street Apartment # City State Zip Code

Home Phone: _____ Cellular Phone: _____ Work Phone: _____

Social Security Number: _____ / _____ / _____ Are you at least 18 years of age? Yes No >> If No, list date of birth below:
 Date of Birth: _____

WORK EXPERIENCE

Current Position with the District: _____ Current Location: _____

Current Step/Lane Placement: _____ Current Supervisor: _____

Have you currently been employed by the District for less than six (6) months? Yes No

If yes, a transfer of position requires your supervisor's signature here: _____
Supervisor Name (Print) Supervisor Signature Date

Number of contract years employed with the District: _____ Position(s) held: _____

Number of years employed hourly with the District: _____ Position(s) held: _____

Work experience outside the District: _____

EDUCATION		Year/s Attended	Year Graduated	Degree Earned	Course of Study Major/Minor
High School Attended					
				<input type="checkbox"/> Diploma <input type="checkbox"/> GED	
Post High School Institutions Attended					

 Secretarial Employee's Signature

 Date

You must return this application to the District Human Resource office **with a current copy of your resume and an updated copy of your typing speed** (minimum 55 WPM) (Type testing can be done by going to www.typingtest.com for testing.).