



## **Campus eTransfer Applications**

**Available March 18 –June 5, 2019**

*Please Note: Substitutes and part-time employees are not considered “internal” and are ineligible to apply for eTransfer postings.*

*Transfer requests will not be considered until all surplus teachers have been placed.*

Employees interested in applying for a campus transfer may access the eTransfer application (internal application) from the Birdville website beginning March 18. Please note: *The eTransfer postings are generic and not an indication there is a definite opening at each campus.* As openings occur, principals will review eTransfer requests and contact staff they wish to consider. Postings will remain listed on the Job Board through June 5, 2019.

### Access an eTransfer Application:

You may access the eTransfer application by using this quick link: <<[Access eTransfer Application](#)>> (internal application) or by following these steps from the Birdville Homepage:

- Employment
- Job Postings/Employment Applications
- Log in under the heading **Internal Applicants** (located at bottom of window)

Choose **Submit an internal application/transfer form** to begin an internal application **or** choose **continue/modify my application** to access an existing internal application.

- Follow the directions listed to complete the short-form application.
- To apply for a specific eTransfer posting, choose the **Vacancy Desired** navigation link on the left-hand side of the screen. All eTransfer positions are grouped under the heading **eTransfer Postings** and divided into the following categories: Campus Clerical, Educational Aide, Other Certified Positions, Teacher/Bilingual, Teacher/Regular Ed, and Teacher/Special Ed.
- Choose the **Job ID** link to view and apply for any eTransfer position(s) of interest.
- Attach a current resume and any additional information desired.
- Choose **Finish and Submit**.