Voluntary Transfer Application Process

A current employee may apply for a voluntary transfer by submitting a Transfer Application through SearchSoft, our online system. If you are a temporary employee, you must complete a standard certificated application in order to apply for a new position. Please email the Human Capital Team at teach@sfusd.edu if you have questions about your employment status or about which application you should complete.

Step 1: Before You Apply
Gather the following required piece of information:
- Credential/License information
- Resume
- Cover Letter specific to each position for which you are applying

Step 2: Apply Online
Current employees must complete a Transfer Application through our online system, SearchSoft.
- Go to www.sfusd.edu/jobs.
- Click “Current SFUSD employees applying for an internal transfer click here.”
- Click the “Create New Account” button (or sign in, if you already have an account).
- Complete all sections of the application.

Please be sure to:
- Submit a separate Cover Letter for each position for which you are applying. Upload each individual Cover Letter on the “Attachments” page of the online application. Address each Cover Letter to the principal or appropriate hiring manager and include a specific requisition number to identify the position. We recommend reviewing the school’s website and School Accountability Report Card (SARC) and including an explanation for why you would like to work at a specific site.
- Respond to the three questions on the “Short Answer Questions” page:
  1. Describe how you use student performance data in developing, delivering and assessing your instruction.
  2. Describe the knowledge, skills and abilities you possess which make you a strong candidate.
  3. Describe a specific success you have achieved during your time teaching with SFUSD.

Step 3: After You Apply
Once your application is submitted, administrators will review your qualifications. Up to 5 transfer applicants may be interviewed for each posted position—you are eligible to be interviewed for positions for which you have submitted a specific cover letter and for which you are appropriately credentialed. Log into your application periodically to apply for new positions as they are posted. You should also be sure to update your application with any changes.

Current employees may apply for a voluntary transfer at any point during the hiring season. However, an employee seeking a transfer outside of the Voluntary Transfer Period must be released by his/her current administrator in order to accept a new position.

Questions? Email: teach@sfusd.edu | Phone: (415) 241-6101

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