Application Process for Voluntary Transfers

Thank you for your interest in a voluntary transfer within SFUSD. Current employees may apply for a voluntary transfer by submitting a Transfer Application through SFUSD’s online system, SearchSoft. If you are a Temporary employee, you must complete a standard certificated application in order to apply for a new position. Please e-mail 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
You will be asked for the following documents/information online:

- Credential/License information
- Up-to-date resume
- Letter of intent/cover letter specific to each position for which you are applying

Step 2: Apply Online
Current employees must complete a Transfer Application through SFUSD’s online system, SearchSoft

- Visit www.sfusd.edu/jobs
- Click the “Current SFUSD teachers applying for an internal transfer click here” link
- Click on the “Create New Account” button (or log in if you already have an account)
- Complete all parts of the application

Please note the following requirements:

1. Separate cover letter for each specific position for which you apply
   - Applicants should upload each individual cover letter on the “Attachments” page of the online application. **Be sure that each cover letter is addressed to the Principal or appropriate hiring manager, or that you include a specific requisition number to identify the position for which you are applying.** We recommend that applicants review the school site’s website and SARC, then describe why they would like to work there.

2. Responses to three short answer questions
   - Applicants should respond to the following questions on the “Short Answer Questions” page:
     - Describe how you use student performance data in developing, delivering and assessing your instruction.
     - Describe the knowledge, skills and abilities you possess which make you a strong candidate.
     - 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 employees seeking a transfer outside of the Voluntary Transfer Period (May 13 – May 17, 2013) must be released by their current administrator in order to accept a new position.*

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Questions? Contact teach@sfusd.edu