

**CERTIFIED TRANSFER APPLICATION**  
**Lincoln Public Schools**  
**Lincoln, Nebraska**

- Instructions: 1. Application must be received in Human Resources by 4:30 p.m. on the closing date as indicated by the vacancy posting.  
 2. Applicants will only receive a response from the principal if they send a letter and/or resume to the principal.

<b>Step 1 Application</b>	Name _____ Date _____  Applying For _____ <div style="display: flex; justify-content: space-between; margin-left: 100px;"> <span>Subject/Grade Level</span> <span>Location</span> </div> Current Location/Assignment _____ Mailing Address (Summer) _____ _____ _____  Phone No. _____
-------------------------------	--

**FOR HUMAN RESOURCES USE ONLY**

<b>Step 2 Receipt of Application</b>	<table border="1" style="width: 100%; height: 80px;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">Received in Human Resources</td> <td style="width: 80%;"></td> </tr> </table>	Received in Human Resources		Closing Date _____
Received in Human Resources				
<b>Step 3 Within 10 Days of Closing Date</b>	Time Frame for Viewing Files and Subsequent Interviewing: (Dates-From/To) _____			
<b>Step 4  Nonfinalist Notification (Within 10 days)</b>	Letter Sent _____ Date _____ Initial _____			
<b>Step 5  Finalist Notification (Within 10 Days)</b>	Letter Sent _____ Date _____ Initial _____			