



# BIRDVILLE INDEPENDENT SCHOOL DISTRICT

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## CAMPUS TRANSFER REQUESTS ETransfer APPLICATION INSTRUCTIONS

Employees interested in applying for a campus transfer may access the eTransfer application (internal application) from the Birdville website beginning March 16. 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. eTransfer postings will remain listed on the Job Board through August 28, 2015.

### LOGIN INSTRUCTIONS:

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

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

Choose **START** to begin an internal application or choose **LOGIN** to modify an existing internal application.

- Follow directions listed to complete the short-form application, attaching current resume and any additional information.
- 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 positing(s) of interest.

Please Note: *Substitutes and part-time employees are not considered internal, and are thus ineligible to apply for internal positions.*