

**ARCHDIOCESE OF PHILADELPHIA**  
**TRANSFER APPLICATION FORM**

Please Check: I am applying for:

1.  Permanent Voluntary Transfer    2.  Temporary Transfer    3.  Teacher Swap

Name: \_\_\_\_\_  
(PRINT)

Present School: \_\_\_\_\_

School Seniority: \_\_\_\_\_ System Seniority: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #1: \_\_\_\_\_ Telephone #2: \_\_\_\_\_

Email: \_\_\_\_\_

Subjects which you are qualified to teach (18 or 24 credits\*) or you have a teaching competency in the subject [\*For teachers hired after September 1, 1982 the competency requirement is 24 credits]:

\_\_\_\_\_  
\_\_\_\_\_

Your present roster: \_\_\_\_\_

Schools to which you would like to transfer in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please return this form to:  
James J. Molnar  
Human Resources Manager  
The Office of Catholic Education  
Archdiocese of Philadelphia  
222 North Seventeenth Street  
Philadelphia, Pa. 19103  
FAX – 215 933 5235

**All requests must be received by the Office of Catholic Education on or before April 3, 2017**