

## Transfer at level application (excluding teachers and cleaners)

Please use in conjunction with the [Transfer at level](#) procedure.

<p><b>PRIVACY:</b> The Department of Education is collecting, using and storing your personal information in accordance with the <i>Information Privacy Act 2009</i> (Qld) as part of the ongoing management of your transfer at level application as part of the department's recruitment and selection processes. Your information will only be accessed by authorised employees within the department and will not be given to any other person or agency unless you have given us permission or we are required to do so by law.</p>			
<b>EMPLOYEE DETAILS</b>			
Full Name		Employee number	
Email			
<b>POSITION DETAILS</b> (This information relates to your <u>permanent</u> role)			
Position Title			
Classification		Substantive hours/FTE	per fortnight
Unit/School and Branch/Region			
Transfer category	<p><b>Requested</b></p> <p><b>Pressing Personal Circumstances (PPC)</b></p> <p><b>Rural and Remote Service (RR) – 3 or more years in an identified location.</b> Please refer to the <a href="#">Leave and Travel Concessions - Isolated Centres (Directive 14/18)</a> for a list of applicable locations.</p> <p><b>Compassionate – Exceptional Hardship (EH)</b> <b>Supporting documents must be attached for consideration for this category.</b></p> <p><b>Required – needs regional HR approval</b></p>		
Reason for application and indicate locations of interest			
<b>TRANSFER PREFERENCES</b>			
Preferred hours/FTE worked per fortnight – This process <b>cannot</b> be used to increase your current permanent hours			
Minimum hours/FTE		Maximum hours/FTE	
	per fortnight		per fortnight



Location Preferences	
REGION	GEOGRAPHIC AREA
Central Office	Central Office - Brisbane <b>(CE)</b>
Far North Queensland Region	Cairns and surrounds: <i>Mossman, Kuranda, Babinda</i> <b>(CA)</b> Tablelands & Coastal: <i>Tully, Innisfail, Cardwell</i> <b>(TL)</b> Torres Strait & Cape York Peninsula <b>(TP)</b>
North Queensland Region	Townsville & surrounds: <i>Ayr, Bowen, Burdekin, Charters Towers, Collinsville, Ingham, Proserpine</i> <b>(TE)</b> Mount Isa & surrounds: <i>Western Corridor – Cloncurry, Julia Creek, Hughenden, and Remote – Doomadgee, Mornington Island, Normanton</i> <b>(MT)</b>
Central Queensland Region	Central Queensland Highlands: <i>Emerald, Springsure, Blackwater, Capella, Clermont, Woorabinda</i> <b>(CQ)</b> Central Queensland Coastal: <i>North Burnett, Rockhampton, Yeppoon, Gladstone</i> <b>(CT)</b> Western Central Queensland: <i>Longreach, Barcaldine, Winton, Blackall, Alpha, Aramac</i> <b>(CW)</b> Mackay & Whitsunday: <i>Glenden, Moranbah, Dysart, Calen</i> <b>(MK)</b>
North Coast Region	Sunshine Coast <b>(SN)</b> Moreton Bay: <i>Pine Rivers, Bribie Island, Kilcoy, Caboolture</i> <b>(SS)</b> Bundaberg: <i>Gin Gin, Childers, Agnes Water, Rosedale</i> <b>(WN)</b> Maryborough & Hervey Bay <b>(WS)</b> Gympie <b>(WS)</b>
Metropolitan Region	Brisbane Northside <b>(BN)</b> Brisbane Southside <b>(BS)</b> Ipswich & Brisbane West <b>(BC)</b> Rural West <b>(MW)</b>
South East Region	Gold Coast <b>(GC)</b> Logan, Beenleigh & Beaudesert: <i>Scenic Rim</i> <b>(LA)</b> Redlands & South East Brisbane <b>(BE)</b>
Darling Downs South West Region	South Burnett & Wide Bay West: <i>Murgon, Kingaroy, Nanango, Proston, Esk, Goomeri, Blackbutt, Cherbourg, Toogoolawah</i> <b>(WW)</b> Roma/Maranoa & South West Queensland: <i>Charleville, Cunnamulla, St George</i> <b>(RM)</b> Western Downs: <i>Oakey, Dalby, Jandowae, Chinchilla, Tara</i> <b>(TD)</b> Toowoomba & surrounds: <i>Gatton, Lockyer, Laidley</i> <b>(TW)</b> Warwick & surrounds: <i>Stanthorpe, Goondiwindi, Allora, Texas</i> <b>(WK)</b>



**Applicant Certification**

- I have read the [Transfer at Level Procedure](#).
- I am employed on a **permanent** basis.
- I have completed the **minimum 2 year service period** in the **same position and location**
  - Not applicable for Teacher Aides as per EB Agreement
  - Not applicable for any applicant seeking compassionate (EH or PPC) consideration.
- I have attached Specialist Medical and/or relevant **supporting documents (if seeking Compassionate – EH consideration)**.
- I have provided **true and accurate information** to enable consideration for suitable positions.
- I understand that an application for transfer is registered with an **annual expiry date of 31 December**. I acknowledge that a new application must be submitted yearly for continued registration beyond this date.
- I understand that there is **no guarantee of transfer as the process is vacancy driven**. Decisions may be based on departmental convenience and assessment based on suitability and best fit to the role and location.

Employee signature		Date	
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**SUPERVISOR USE ONLY****APPROVAL TO SIGN**

- **PRINCIPAL – School based positions**
- **UNIT MANAGER – Non-school based positions**

**Principal/Manager certification**

- ✓ This employee is not under any formal investigation or involved in a Managing Unsatisfactory Performance Process.
- ✓ This employee currently performs their duties satisfactorily.
- ✓ I support this application and the reason given for transfer.

Additional comments:

Name			
Position and School/Unit			
Signature		Date	

**Submit form to:**

- **All Requested** – Recruitment Services Unit via [Recruitment.HR@ged.qld.gov.au](mailto:Recruitment.HR@ged.qld.gov.au)
- **All Required, Compassionate – Exceptional Hardship (EH), Rural and Remote (RR), Compassionate – Pressing Personal Circumstances (PPC)** – your local regional HR team for review.

