How To Apply For a Transfer

**Any Staff looking to work in a different location or position, within Princeton, is invited to apply to any posted position for which they are qualified.**

1. Select the “Apply Online” link on the posting that is sent out District Wide
2. Select the orange “Apply” button
3. Select “Start” or “Edit” to the right side of the screen (depending on if you’ve started an application already”
4. Section 1 is Personal Information
5. Section 2 is your Address
6. Section 3 is the area where you will note that you are an internal candidate
   1. Are you currently employed by one of the organizations below
      1. YES
   2. Select with organization
      1. Princeton City Schools
   3. Are you currently an employee of the Greater Cincinnati School Application Consortium
      1. YES
7. Now Complete the modified application.