

Employee Information

Name: _____ Effective Date: _____

Personnel Action: _____ Status: _____

Job Title: _____ Position #: _____

County: _____ Region: _____ Organizational Unit/Department: _____

FTE: _____ Hourly Rate: _____

Supervisor Name: _____ Supervisor Position #: _____

Replacing: _____

Work address: _____

Work phone #: _____ Seasonal Worksite: _____

Experience/Education

Related Work Experience: _____ years, _____ months

Highest Education Level Completed _____

Additional Information/Comments

Approval

Approved: _____ Date: _____

<p><u>New Hire</u></p> <p>Personnel Action Request Form I-9 with copies of ID, if more than one ID used, names must match. Ex: License & Social Security Race/Ethnicity Disclosure Drug-free form Experience & Education Calculator Signed offer and acceptance letter Passed PES Email Local city tax form-if applicable MVR release-if applicable</p>	<p><u>Position Change</u></p> <p>* Personnel Action Request Form -must have Experience/Education section completed and approval signature * Local city tax form-if applicable * Experience & Education Calculator</p>
--	--