



Human Resources and Employment

5801 East Conifer Street, Oak Park, CA 91377-1002 ♦ T: (818) 735-3220 ♦ F: (818) 865-8467

CHANGE OF EMPLOYMENT FORM

Name: _____ Date: _____
School: _____

Position: _____ Subject/Grade: _____

Effective date (last working day): _____

Forwarding Address: _____

Note: Please keep the Human Resources office informed of the current address for the mailing of income tax statements, etc

Reason for change:

- Retirement
- Resignation
- Other: _____

Comments: _____

Signature of Employee

Signature of Principal or Department Head

Signature of Assistant Superintendent of HR (Stew McGugan)

Cc: Human Resources, Payroll, Insurance, Employee