



Human Resources and Employment

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

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**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