

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL CHANGE/REQUISITION**

A-36 (# 8136)  
(Rev 8/03)  
Pers

**PERSONNEL STATUS CHANGE**

**EMPLOYEE INITIATED CHANGES**

Legal Name \_\_\_\_\_ SS# \_\_\_\_\_

School / Department \_\_\_\_\_ Job Title \_\_\_\_\_

\_\_\_\_\_ Name Change from \_\_\_\_\_ To \_\_\_\_\_  
(Signed Social Security Card is Required for Name Change)

\_\_\_\_\_ New Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**SITE INITIATED CHANGES**

\_\_\_\_\_ Assignment Change: From: \_\_\_\_\_ Pos # \_\_\_\_\_ Occ Code \_\_\_\_\_  
(Hrs/FTE/Days/Title)

\_\_\_\_\_ To: \_\_\_\_\_ Pos # \_\_\_\_\_ Occ Code \_\_\_\_\_

\_\_\_\_\_ Budget Change: From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ Effective Date \_\_\_\_\_ Date Submitted \_\_\_\_\_ Initiator \_\_\_\_\_

**PERSONNEL REQUISITION - TO FILL VACANCIES**

School / Department \_\_\_\_\_ Title of Vacancy \_\_\_\_\_

Name of Previous Incumbent \_\_\_\_\_

Reason for Request: Transfer [  ] Promotion [  ] Resignation [  ] Leave of Absence [  ] Growth [  ] New Program [  ]

**Certificated:** F.T.E. \_\_\_\_\_ Grade Level \_\_\_\_\_ Subject (Middle School) \_\_\_\_\_

Requirements (e.g. CLAD, BCLAD, GATE, etc.): \_\_\_\_\_

**Classified:** Hrs/Day \_\_\_\_\_ Hrs/Week \_\_\_\_\_ Paid Days Per Year \_\_\_\_\_

Work Hours: From \_\_\_\_\_ a.m/p.m. To \_\_\_\_\_ a.m/p.m. **Circle Work Days** M T W Th F

[  ] Permanent [  ] Temporary Until \_\_\_\_\_ Other \_\_\_\_\_ Requested Start Date \_\_\_\_\_

Budget (including percentages) to be Charged \_\_\_\_\_

Initiator Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Dept Head Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERSONNEL/PAYROLL/ACCOUNTING USE ONLY**

Position Filled By \_\_\_\_\_ SS# \_\_\_\_\_

Position # \_\_\_\_\_ Occupation Code: \_\_\_\_\_ Effective Date \_\_\_\_\_ Type of Hire \_\_\_\_\_

Personnel Authorization \_\_\_\_\_ Date \_\_\_\_\_

Budget Analyst/Cost Accountant Signature \_\_\_\_\_ Date \_\_\_\_\_