**Career Opportunity Development, Inc.**

**Personnel Action Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Name |       | Today’s Date: |       |
| Date of Hire: |       | Date of NH Orientation |       | SS #:  |       |
| Job Title |       | Status: [ ]  Ft [ ]  Pt | Dept:  |       |
| Street Addr: |       | Phone: |       |
| City, St, Zip |       | DOB: |       |
| Salary  | $       |  [ ]  Hourly [ ]  Salary  | Hours per week:  |       |
| Assigned Location: |       | Assigned Supervisor:  |       |
| Comments: |       |
| **Salary Change** |
| [ ]  Hourly [ ]  Salary From: | $       | To:  | $       | Effective Date:  |       |
| Reason for Action:  |       |
| **Termination** |
| Date of Termination |         |  | Last Day Worked: |        |  |
| Reason  |       |
| Eligible for Rehire: [ ]  Yes [ ]  No (If No, Indicate Reason)  |
| Reason:  |       |  |
| *Note: Voluntary Resignations - Attach Letter of Resignation* |

**Other Status Changes**

[ ]  Job Title [ ]  Department [ ]  Employee Name

[ ]  Address [ ]  Phone Number [ ]  Other

|  |  |  |
| --- | --- | --- |
|       |  |       |

Department Head Signature President/CEO

|  |  |  |
| --- | --- | --- |
|       |  |       |

Date Date