ORLAND UNIFIED SCHOOL DISTRICT

HIRING &/OR ASSIGNMENT CHANGE FORM

POSITION TO BE HIRED OR CHANGED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON REQUESTING POSITION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION/SITE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE TO BE TRANSFERRED/RE-ASSIGNED/HOURS CHANGED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IS THIS? □ NEW POSITION

□ REPLACEMENT FOR WHO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ CHANGE IN HOURS

□ TRANSFER/REASSIGNMENT WHERE TO:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ OTHER

POSITION DESCRIPTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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REQUESTED START DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JUSTIFICATION/REASON FOR HIRE OR CHANGE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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FUNDING SOURCE/ACCT.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERINTENDENT ACTION:

□APPROVED □DISAPPROVED

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SUPERINTENDENT SIGNATURE

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CBO SIGNATURE