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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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