

Personnel Change Report

Circuit Number: _____ Office Location: _____ Date of Report: _____

Employee Information:

Last Name: _____ First Name: _____ Middle: _____

DOB: _____ Start Date: _____ End Date: _____ Last Four of SSN: _____

Cell Phone: _____ Email Address: _____ OK to list email on PDS website? _____

Position: If Other: _____ WV Bar ID Number: _____

Salary: _____ Annual Hourly Health Benefit Information:

If hourly, _____ hours per week @ \$_____ per hour Employee Share: _____ Employer Share: _____
If hours vary, list range (e.g. 12-20)

Education Background

Degree	Major	Granting Institution	Completion Date

Previously Employed at PDS or Any PDC?

If yes, list location and dates of employment:

Circuit	Location	Start Date	End Date

Administrative Information:

- | | | |
|--|---|---|
| <input type="checkbox"/> Resume/CV Attached & In Personnel File? | <input type="checkbox"/> W-4 Completed & In Personnel File? | <input type="checkbox"/> WVOT Confidentiality Agreement Signed? |
| <input type="checkbox"/> I-9 Completed & In Personnel File? | <input type="checkbox"/> References Checked? | <input type="checkbox"/> NAF Submitted with Signed WVOT Agreement Attached? |

Former Position Occupant:

Last Name: _____ First Name: _____ Middle: _____
 Date Position Vacant: _____ User ID#: _____
 Did Former Employee Have Westlaw Access:

Report Completed By: _____

For PDS Use Only

Date Received: _____ Date Entered: _____ By: _____

Westlaw Access Disabled: _____ Notes: _____

