CONEJO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
1400 E. Janss Road, Thousand Oaks, California 91362
Telephone (805) 497-9511 · FAX (805) 494-3741

PERSONAL INFORMATION FORM

☐ NEW EMPLOYEE ☐ CHANGE REQUEST—SPECIFY REQUEST TYPE BELOW:

☐ **Legal name change - Must have new Social Security Card and Picture ID prior to change**

☐ **Address change**

☐ **Emergency contact change**

1. EMPLOYEE LEGAL NAME:

_____ _____ _____
Last Name First Name Middle Initial

Specify former legal name, if requesting name change: _____

XXXX - XX - _____
Social Security No. (Last 4 digits)

2. EMPLOYEE OFFICIAL ADDRESS AND CONTACT INFORMATION:

_____ _____
Street Unit/Apartment

_____ _____ _____
City State Zip Code

Home Phone #: (_____)_____ - _____ Cell #: (_____)_____ - _____

Email _____

3. EMERGENCY CONTACT INFORMATION

_____ _____ _____
Last Name First Name Relationship

_____ _____
Street Unit/Apartment

_____ _____ _____
City State Zip Code

Home Phone #: (_____)_____ - _____ Cell #: (_____)_____ - _____

Email _____

4. EMPLOYEE CERTIFICATION

_____ _____
Signature Date