



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

PERSONAL INFORMATION

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 effective as of: _____

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:

May not be a District location or PO Box

_____ Street _____ Unit/Apartment

_____ City _____ State _____ Zip Code

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

Email _____

3. EMERGENCY CONTACT INFORMATION

_____ Last Name _____ First Name _____ Relationship

_____ City _____ State _____ Zip Code

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

Email _____

4. EMPLOYEE CERTIFICATION

_____ Signature

_____ Date