



Conejo Valley Unified School District

**HUMAN RESOURCES DEPARTMENT
PERSONNEL COMMISSION**
750 Mitchell Road, Newbury Park, California 91320
Telephone (805) 498-4557

REINSTATEMENT REQUEST FORM

A former permanent employee (a permanent employee is one who has successfully passed the required probationary period in a classification) who voluntarily resigns in good standing may be reinstated to a vacant position in his/her former classification within 39 months from the last date of paid service. Submission of this form entitles the former eligible employee have their name and contact information referred to the hiring authority for open positions as vacancies become available. While it is not a requirement that the hiring authority interview each person who has requested reinstatement, you may be contacted to discuss the duties of the particular position to determine your interest and qualifications to fill the vacancy. Following expiration of the 39-month period, the former employee must reapply for employment.

NAME	LAST _____	FIRST _____
ADDRESS	STREET _____	CITY _____ STATE _____ ZIP _____
CONTACT	HOME/WORK PHONE _____	EMAIL _____

FORMER CLASSIFICATION TITLE _____
 DEPARTMENT/SCHOOL SITE _____
 LAST DATE OF PAID SERVICE (APPROXIMATELY) _____

I PASSED PROBATION IN THE CLASSIFICATION(S) REQUESTED FOR REINSTATEMENT: CIRCLE ONE YES / NO

I REQUEST REINSTATEMENT IN THE FOLLOWING: (CHECK ALL THAT APPLY)

- PERMANENT ASSIGNMENT ONLY IN A FORMER CLASSIFICATION SPECIFIED ABOVE
- PERMANENT OR LIMITED TERM ASSIGNMENT IN A FORMER CLASSIFICATION
- PERMANENT OR LIMITED TERM ASSIGNMENT IN A *RELATED LOWER CLASSIFICATIONS*
- ANY LOWER CLASSIFICATION IN WHICH I HAD PREVIOUSLY ATTAINED PERMANENT STATUS

LIST ALL LOWER CLASSIFICATIONS IN WHICH YOU HAD ATTAINED PERMANANCY IN THE COURSE OF YOUR EMPLOYMENT WITH CVUSD PRIOR TO YOUR SEPARATION:

1. _____
2. _____
3. _____

I UNDERSTAND THAT IF I RESIGNED IN GOOD STANDING I WILL BE ELIGIBLE FOR 39 MONTHS OF REINSTATEMENT RIGHTS AFFORDED TO ME IN ACCORDANCE WITH EDUCATION CODE §45309 AND CVUSD MERIT SYSTEM RULE ARTICLE 10.6

EMPLOYEE SIGNATURE _____
DATE

HUMAN RESOURCES DEPARTMENT USE ONLY

DID THE EMPLOYEE SEPARATE IN GOOD STANDING AND/OR HAVE REINSTATEMENT/RE-EMPLOYMENT RIGHTS? Yes No

DATE OF HIRE:	DATE _____	CLASSIFICATION(S) WITH PERMANENT STATUS	
PERMANENCY DATE:	DATE _____	CERT DATE	CLASS TITLE
LAST DATE IN PAID SERVICE:	DATE _____		LOCATION OF OPENING
REINSTATEMENT VALID UNTIL:	DATE _____		
_____ DIRECTOR, HUMAN RESOURCES			