CERTIFICATED PERSONNEL INFORMATION

New Employee

Name: _____   Employee Number: _____
     Last   *First*   *MI*

Address: _____

City: _____   State: _____   Zip: _____

Home Phone: (_____)_____   Cell Phone: (_____)_____   Email: _____

EMPLOYMENT HISTORY	
Total years of educational service (include service with this agency, other agencies, other states and countries). Count this year as one year of service.	
Total years with this agency as a contract professional. Count this year as one year of service.	
Present start date with this provider/location (present continuous service). MM/DD/YYYY	/ /
Previous years assigned to this provider/location (if break in service).	
Total years with this provider/location.	

EMPLOYEE TYPE DESCRIPTION	Choose One
1. Certificated, full time Adult Division (120 hours/pp)	☐
2. Certificated, full time Adult Division with extra assignment (120+ hrs/pp – no more than 160 hrs/pp)	☐
3. Certificated, full time Adult Division with no other LAUSD assignments (less than 120 hrs/pp)	☐
4. Certificated, regular LAUSD day-school assignment (no more than 72 hrs/pp)	☐
5. Certificated, regular LAUSD non-school based assignment (no more than 72 hrs/pp)	☐
6. Certificated, teaching for another district (not LAUSD) (no more than 72 hrs/pp)	☐
7. Classified, regular LAUSD employee with an extra assignment (no more than 72 hrs/pp)	☐

NON-TEACHING ASSIGNMENT CODE

If you have a non-teaching assignment, enter the code that best describes your assignment here (see back):

__ __ __ __ __ __

ASSIGNMENT INFORMATION 1 *(Office Use Only)*				
Course Number		Course Title		
Meeting Days		Meeting Time		
Start Date		End Date		PROG/FUND

ASSIGNMENT INFORMATION 2 *(Office Use Only)*				
Course Number		Course Title		
Meeting Days		Meeting Time		
Start Date		End Date		PROG/FUND

Please return this form to the ASIS office

09/15/08

NON-TEACHING ASSIGNMENT CODES:

900102	Assistant Principal, Operations	930203	Career Counselor
900184	Other, Administrative Coordinator	930301	Assistant Principal, Counseling Services
910205	Other, Curriculum Development	930305	Teacher Advisor, Counseling Office
910311	Employment	930360	Counselor, Young Adults
910320	Coordinator, Special Services (ROC)	930361	Teacher Counselor
920401	Computer Assisted Instruction	930701	Other Student Services Assignment

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09/15/08