

**Los Angeles Unified School District  
Human Resources Division  
Certificated Assignments and Support**

**APPLICATION FOR ASSIGNMENT AS PROFESSIONAL EXPERT/TEMPORARY CERTIFICATED ASSIGNMENT**

**EMPLOYEE INFORMATION:**

Last Name	First	M.I.	Telephone Number

Street Address	City	State	Zip Code

**EMPLOYMENT WITH THE LOS ANGELES UNIFIED SCHOOL DISTRICT:**

Current Employee <input type="checkbox"/>				
New Employee <input type="checkbox"/>	Pers ID/Emp No	Location	Position	Hours
Retired Employee <input type="checkbox"/>	Year Retired			
Former Employee <input type="checkbox"/>	Year Last Worked	Applicant Signature		
		Date		

TO BE COMPLETED BY SPONSORING SCHOOL OR OFFICE

**Fingerprint / TB Clearance:** No applicant is authorized to perform any services until all required forms have been processed (including fingerprint / TB clearance for new employees or recent retirees) and the assignment has been approved. Refer to Personnel Policy Guide E12 for additional information.

**Statement of Duties:** Must be attached describing in sufficient detail justification of proposed salary rate.

Job Code/Class Code (A, B, C, D, E, F, TCA)	Rate of Pay Per Hour	Hours Per Pay Period	Total Hours	Time of Day Work Performed	Beginning Date	Ending Date

**CERTIFICATION:**

I certify that the above-named individual will perform the duties described on the attachment and will not render service normally included in the duty statements of Classified, Certificated, or other Unclassified employees, and I request that the individual be employed as a Professional Expert. Furthermore, the assignment of this employee is in accord with Board Rule 1911 (Nepotism) and avoids the assignments of close relatives or cohabitants to work in situations where conflicts of interest could arise.

Signature of Sponsoring Official \_\_\_\_\_ Title \_\_\_\_\_ School / Office \_\_\_\_\_

Fund / Program Code \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

**BUDGET AUTHORIZATION:**

Fiscal Unit Approval \_\_\_\_\_ Fund \_\_\_\_\_ Program Code \_\_\_\_\_ Date \_\_\_\_\_

**PERSONNEL AUTHORIZATION:**

Personnel Office Approval  Approved  Not Approved \_\_\_\_\_ Date \_\_\_\_\_

**PROCEDURE:** Submit copy to the appropriate Fiscal Budget Specialist or your division office for budget authorization. The Fiscal Budget Specialist or your division office will attach a Request for Personnel Action form and forward it to the Certificated Assignment Unit, 333 S. Beaudry, 15<sup>th</sup> floor for assignment processing.

