

**Career Opportunity Development, Inc.**  
**Personnel Action Form**

Employee's Name \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Date of NH Orientation \_\_\_\_\_ SS #: \_\_\_\_\_  
Job Title \_\_\_\_\_ Status:  Ft  Pt Dept: \_\_\_\_\_  
Street Addr: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, St, Zip \_\_\_\_\_ DOB: \_\_\_\_\_  
Salary \$ \_\_\_\_\_  Hourly  Salary Hours per week: \_\_\_\_\_  
Assigned Location: \_\_\_\_\_ Assigned Supervisor: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Salary Change**

Hourly  Salary From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Reason for Action: \_\_\_\_\_

**Termination**

Date of Termination \_\_\_\_\_ Last Day Worked: \_\_\_\_\_  
Reason \_\_\_\_\_  
Eligible for Rehire:  Yes  No (If No, Indicate Reason)  
Reason: \_\_\_\_\_

*Note: Voluntary Resignations - Attach Letter of Resignation*

**Other Status Changes**

Job Title  Department  Employee Name  
 Address  Phone Number  Other \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date