CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Office of Human Resource Services

Name Change / Change of Address

POSITION CLASSIFICATION

FACULTY

☐ Full-time (Regular)
☐ Part-time (Adjunct)

CLASSIFIED

☐ Full-time (Regular)
☐ Temp, on-call
☐ Confidential
☐ Supervisory

MANAGEMENT

☐ Administrator
☐ Contract
☐ Classified

OTHER

☐ Professional Specialist
☐ Student Assistant
☐ Retiree

LOCATION

☐ Chabot College
☐ Las Positas College

DISTRICT OFFICE:
☐ Hayward ☐ Livermore ☐ Pleasanton

NAME CHANGE

PROCEDURES:

- Update your social security card with the Social Security Administration.
- When your new card is received please visit the Office of Human Resource Services at 5020 Franklin Dr., Pleasanton, CA 94588.
- Be sure to bring your new social security card with you.

Effective date of change: ___/___/___ SSN # / W #: _____

Previous name: _____
(Last) (First) (MI)

New name: _____
(Last) (First) (MI)

Employee signature: _____ Date:___/___/___

HR staff signature: _____ Date:___/___/___
(Verification of new SSN card. Copy must be attached to this form)

NEW ADDRESS

Effective date of change: _____/_____/_____ Social security number / W #: _____

Name: _____
(Last) (First) (MI)

Residential address: _____
(Street Address / Apt #) (City) (State/Zip)

Mailing address: _____
(if different from Residential Address) (Street Address / Apt #) (City) (State/Zip)

Phone #: (_____)_____ Alternate phone #: (_____)_____

Email address: _____

Employee signature: _____ Date:_____/_____/_____

HUMAN RESOURCES / BENEFITS / PAYROLL USE ONLY

Benefits database: Date: _____/_____/_____ (Initials): _____
HR database: Date: _____/_____/_____ (Initials): _____
Payroll database: Date: _____/_____/_____ (Initials): _____

Revised: 2/22/09