



CHANGE OF INFORMATION REQUEST

COMPLETE ALL INFORMATION BELOW

Title of position(s) to be updated: _____

Name: _____ Former Last Name: _____ Month/Day of Birth: ____/____/____

Address: _____ City, Zip Code: _____

Home Phone: () _____ Business/Message Phone: () _____

Email Address: _____ Notification Preference: Email Paper

The following information will be used to determine to which vacant positions your name will be referred. Check (✓) only those boxes for employment type, area and shift for which you are **SURE** you are able or willing to work. Your name may be **REMOVED** from the eligible list if you decline an interview, refuse to accept a job offer, or fail to keep an appointment for an interview. Those who are removed from the eligible list for these reasons **WILL NOT BE PLACED** back on the list unless substantial evidence is provided demonstrating that the circumstances were beyond the candidate's control (e.g., jury duty, documented illness, etc.).

INDICATE THE TYPE OF APPOINTMENT YOU WILL ACCEPT:

- Full-Time Regular (40 hours)
- Temporary or Extra-Help
- Part-Time (Less than 40 hours)

INDICATE THE FOLLOWING GEOGRAPHIC AREAS WHERE YOU WILL WORK:

- | | | | | | |
|---|--|---|---|---|--|
| <input type="checkbox"/> Ontario / Chino | <input type="checkbox"/> San Bernardino / Colton | <input type="checkbox"/> 29 Palms | <input type="checkbox"/> Victorville/Hesperia | <input type="checkbox"/> Crestline | <input type="checkbox"/> Big Bear |
| <input type="checkbox"/> Rancho Cucamonga | <input type="checkbox"/> Fontana | <input type="checkbox"/> Joshua Tree/Yucca Valley | <input type="checkbox"/> Barstow | <input type="checkbox"/> Lake Arrowhead/
Blue Jay/Twin Peaks | <input type="checkbox"/> Running Springs |
| | <input type="checkbox"/> Redlands / Yucaipa | | <input type="checkbox"/> Needles | | |

TESTING LOCATION PREFERENCE:

- San Bernardino

INDICATE YOUR AVAILABILITY FOR THE FOLLOWING:

- | | | |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Day Shift | <input type="checkbox"/> Swing Shift | <input type="checkbox"/> Night Shift |
| <input type="checkbox"/> Rotating Shifts | <input type="checkbox"/> Weekends | |

Signature: _____ Date: _____

Click "Submit" below or return to the Human Resources Office located at:

157 West Fifth Street, 1st Floor
San Bernardino, CA 92415-0440
(909) 387-8304

OFFICIAL USE ONLY:

Date list amended: _____ Comments: _____

Initials: _____

