**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**
**18422 BEAR VALLEY ROAD, VICTORVILLE, CA 92395 FAX (760) 245-7221**

# EMPLOYEE PERSONAL INFORMATION SHEET

**EFFECTIVE DATE:** _____

**NAME:** _____ **Social Security # (last 4 digits only):** _____
**DEPT/DIVISION:** _____ **SIGNATURE:** _____

☐ CLASSIFIED ☐ MANAGEMENT ☐ STUDENT WORKER
☐ FULL TIME FACULTY ☐ ASSOCIATE FACULTY ☐ OTHER _____

☐ ***NAME CHANGE*:** FORMER NAME**:** _____ **Social Security card required**

☐ ***ADDRESS CHANGE*** **Your birth-*DAY* released to staff unless checked** ☐
☐ ***PHONE CHANGE*** **Address/Phone released to staff unless checked**

**HOME ADDRESS:** _____ _____ _____ ☐
**Street Address** **City** **State/Zip**
**MAILING ADDRESS:** _____ _____ _____ ☐
**City** **State/Zip**
**HOME PHONE: (_____)** _____ ☐ **CELL PHONE: (_____)** _____ ☐

**EMAIL ADDRESS:**_____

**EMERGENCY CONTACT** _____ **PH(_____)**_____

**PLEASE COMPLETE RETIREMENT SECTION** only if you are new or your retirement system status/information has changed**.**

☐ **HAS YOUR RETIREMENT STATUS CHANGED IN THE LAST YEAR?**

1) Are you currently employed in any other school district or as a university/state/city/county employee?
☐ **NO**
☐ **YES** – Indicate District/Public Agency name: _____
☐Full-time ☐ Part-time and I am contributing to ☐ PERS ☐ STRS ☐ other_____

2) **If NO**, please check below:
☐ I have never been a member of PERS (Public Employee Ret System) or STRS (State Tchrs Ret System)
☐ I am a current member of ☐ STRS ☐ PERS due to previous/recent employment with contributions on deposit
☐ I was formerly a member of ☐ STRS ☐ PERS but was refunded contributions in a lump sum - year? _____
☐ I am RETIRED & receive a monthly Retirement Allowance from ☐ PERS ☐ STRS **I understand that if retired from PERS or STRS, I may be subject to earnings limits set by PERS or STRS.**

**Associate Faculty, Please initial here** ____ I understand non-member (STRS) associate faculty may elect membership in STRS at any time and such action is irrevocable until termination of all STRS-covered employment. I acknowledge if I am a current member of PERS and accept employment in a STRS-covered position, I may be eligible to elect in writing a continuance of my PERS membership in this new position. I acknowledge if I am a current member of STRS and accept employment in a PERS-covered position, I may be eligible to elect in writing a continuation of my STRS membership in this new position. By default, all hourly employees not members of PERS/STRS (except student workers and certain PERS/STRS retirees) will become members of the alternate retirement system; refer to separate ARS documentation.