

PART TIME/SEASONAL EMPLOYEE INFORMATION SHEET
FOR OFFICE USE ONLY

NAME _____ EMPLOYEE # _____
 ADDRESS _____ NEW HIRE _____ RE-HIRE _____
 CITY, ST, ZIP _____ *CHANGE _____ ADD'L POS _____
 SOC. SEC. # _____ PHONE # (CELL) _____
 D.O.B. _____ EMERGENCY CONTACT _____
 MARITAL STATUS MARRIED SINGLE RELATIONSHIP _____
 PHONE # (HOME) _____ EMERGENCY PHONE # _____

SALARY/LUMP SUM \$ _____ DEPARTMENT _____
 HOURLY RATE \$ _____ TITLE _____
 WEEKLY HOURS _____ JOB CLASS # _____
 EEO FUNCTION _____ DATE OF HIRE _____
 EEO JOB _____ STATUS P/T PERM SEASONAL P/T P/T AVAILABILITY _____
 EEO ETHNICITY _____ REC CODE _____ G/L FUND _____
 TERMINATION DATE _____ PERIOD OF EMPLOYMENT _____

*EFFECTIVE DATE OF CHANGE _____

RESIGNATION _____ DISMISSAL SEPARATION _____ PROB FAILURE _____
 _____ END OF EMPLOYMENT _____ LAYOFF _____
 _____ DEATH _____

DEPARTMENT HEAD SIGNATURE _____ DATE _____

ADMINISTRATION _____ DATE _____

WITHHOLDINGS

FEDERAL MARRIED _____ **STATE** MARRIED _____
 SINGLE _____ SINGLE _____
 # OF ALLOWANCES _____ # OF ALLOWANCES _____

RETIREMENT INFORMATION

DECLINED YES NO
 RETIREMENT # _____ EFFECTIVE DATE _____
 TIER _____ 3% RETIREMENT CONTRIBUTION YES NO

EEO FUNCTION

01 = FINANCIAL ADMINISTRATION	09 = HOUSING (CODE ENFORCEMENT)
02 = STREETS HIGHWAYS	10 = COMMUNITY DEV (PLANNING/ZONING)
03 = PUBLIC WELFARE	12 = UTILITIES TRANS (WATER SUPPLY)
04 = POLICE PROTECTION	13 = SANITATION SEWAGE (REFUSE)
05 = FIRE PROTECTION	14 = EMPLOYMENT SECURITY
06 = NATURAL RESOURCES/PKS & REC	15 = OTHER
08 = HEALTH	99 OR 00 = N/A FOR EEO

EEO JOB

01 = OFFICAL/ADMIN.	05 = PARA/PROFESSIONAL
02 = PROFESSIONALS	06 = ADMINISTRATIVE/SUPPORT
03 = TECHNICIANS	07 = SKILL CRAFT
04 = PROTECT/SERVICE	08 = SERVICE/MAINT
	99 = ELECTED/APPOINTED OFFICIALS

<u>TITLE</u>	<u>JOB CLASS#</u>	<u>EEO FUNCTION/ EEO JOB</u>	<u>ETHNICITY</u>
<u>PARKS/REC</u>			<u>WHITE (NON-HISPANIC)</u>
REC ATTENDANT	0270-05	06 / 08	<u>BLACK (NON-HISPANIC)</u>
BUS DRIVER	0204-02	06 / 07	<u>HISPANIC</u>
LABORER	0425-05	06 / 08	<u>ASIAN OR PACIFIC ISLANDER</u>
			<u>AMERICAN INDIAN OR ALASKAN NATIVE</u>
<u>DPW/RECYCLING/WATER</u>			
LABORER	0425-05	06 / 08	

<u>REC CODE</u>	<u>G/L CODE</u>	<u>POSITION DESCRIPTION</u>
90	A.7310.0106.0011	BOYS BASKETBALL
105	A.7310.0106.0032	YOUTH OPEN GYM
110	A.7160.0106.0015	SPECIAL EVENTS
120	A.7150.0106.0017	ART CENTER ADMIN FEE
125	A.7140.0106.0018	RECEPTIONIST
130	A.7314.0106.0019	SKATE ATTENDANT
140	A.7312.0106.0003	CAMP ADVENTURE
145	A.7150.0106.0004	ART CENTER
150	A.7312.0106.0005	TOTS CAMP
165	A.7310.0106.0008	TACKLE FOOTBALL
170	A.7310.0106.0009	FLAG FOOTBALL
180	A.7110.0106.0000	PARKS SEASONAL
190	A.7311.0106.0001	YOUTH INSTRUCTOR
195	A.7313.0106.0033	TEEN LEADER
196	A.7312.0106.0031	TRIP AND TRAIN CAMP
197	A.7310.0106.0022	LIGHTING
198	A.7620.0106.0001	ADULT INSTRUCTOR
200	A.7989.0107.0002	SENIOR CITIZEN STAFF
201	A.7990.0100.0000	SENIOR SOCIAL SERVICES