



# Wharton INDEPENDENT SCHOOL DISTRICT

WHARTON, TEXAS

2100 N. Fulton  
Wharton, Texas 77488

979-532-6200 (Phone)  
979-532-6228 (Fax)

## Personnel Action Form

<input type="checkbox"/> Name Change	Employee # _____
<input type="checkbox"/> Address Change	Position _____
<input type="checkbox"/> New Hire	Date _____

Employee Name: \_\_\_\_\_

Campus \_\_\_\_\_ Phone #: \_\_\_\_\_

New Name (if applicable) \_\_\_\_\_

New Address (if applicable) \_\_\_\_\_

\_\_\_\_\_

Old Address \_\_\_\_\_

\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Please forward to the following departments; departments sign off.

Personnel Dept \_\_\_\_\_ Date \_\_\_\_\_

Payroll Dept \_\_\_\_\_ Date \_\_\_\_\_

Accounting Dept \_\_\_\_\_ Date \_\_\_\_\_

Technology Dept \_\_\_\_\_ Date \_\_\_\_\_

*Preparing Today for a Competitive Tomorrow*

[www.whartonisd.net](http://www.whartonisd.net)