



Office of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA 94022

ADDRESS CHANGE FORM

_____ **F/T Faculty**
_____ **Classified/Administrator**
_____ **P/T Faculty/Temporary Employee**
_____ **Student Employment**

FH _____ **DA** _____

Effective Date: _____

NAME

Employee Identification Number

STREET ADDRESS

CITY & STATE

ZIP CODE

(_____)_____
TELEPHONE

EXTENSION

If you have an unlisted number, please list it below. This number will only be accessible by your immediate supervisor, the Director of Human Resources and/or the Assistant Director of Human Resources.

(_____)_____
UNLISTED TELEPHONE NUMBER

EMPLOYEE'S SIGNATURE

DATE

RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES
Mark this box if your check mailing address is different then your home address ☐