VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
18422 Bear Valley Rd., Victorville, CA 92395 FAX 760-245-7221

EMPLOYEE PERSONAL INFORMATION SHEET

Please complete, then mail, deliver, or fax to the Office of Human Resources. (Please print or type)

DATE: _____ NAME:_____ SS#_____-____-_____

☐ CLASSIFIED - Position_____ Department_____
☐ STUDENT WORKER - Position _____ Department_____
☐ FULL-TIME FACULTY ☐ ASSOCIATE FACULTY Department_____
☐ MANAGEMENT - Position_____

☐ **UPDATE ONLY**…no changes (please complete position/address/phone #/emergency contact fields)

☐ **ADDRESS CHANGE** ☐ **PHONE # CHANGE** ☐ **RETIREMENT SYSTEM CHANGE**

☐ **NAME CHANGE**: FORMER NAME:_____
(Social Security Card required and don't forget to make insurance plan name changes) - Come to HR

RELEASED TO STAFF **UNLESS** CHECKED

HOME ADDRESS:_____ ☐
Street address City State/Zip

HOME PHONE: ( )_____ ☐ CELL PHONE:( )_____ ☐

BUS. ADDRESS: _____ ☐ BUS. PHONE:( )_____ ☐

BIRTHDATE: _____ May we release your birth-DAY to staff? ☐ Yes

EMERGENCY CONTACT NAME:_____PHONE _____

RETIREMENT

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 ☐ Sub ____
Through this employer, I am contributing to ☐ PERS ☐ STRS ☐ other_____

2) If NOT currently employed in a school district or as a university/state/city/county employee, please check below:

☐ I'm a current member of ☐ STRS ☐ PERS (from previous employment, with contributions still in the fund)
☐ I was previously a member of ☐ STRS ☐ PERS but was refunded my contributions in a lump sum (Year?____)

3) ☐ I currently receive a monthly retirement allowance from ☐ PERS ☐ STRS When did you retire?_____

4) ☐ I have never been a member of PERS or STRS.

Associate Faculty, PLEASE INITIAL HERE ____ I understand a non-member associate faculty may elect membership in STRS at any time and this action is irrevocable until termination of all STRS employment. I am also aware that PERS may be an option if I am a current PERS member due to university/city/county/state employment.
Apart from these options, all hourly employees including associate faculty (except student workers and some PERS/STRS retirees) will become members of the alternate retirement system; see separate documentation.