

Los Angeles Unified School District
 Business Services Division - Transportation Branch
 Personnel Unit

Employee Information Sheet

Please be sure to print clearly and complete all fields as requested.

New employee to branch

Current employee update

Please return all forms to: **Transportation Branch - Personnel Unit, 2710 Media Center Dr #100, Los Angeles CA 90065**

Person ID		Employee Name				Sex	
Social Security Number		Birthdate		Phone Number		Alternate Number	
Street Address				City, State		Zip Code	
Mailing Address (if different from above)				City, State		Zip Code	
Emergency Contact				Relationship		Phone Number	
Street Address				City, State		Zip Code	
Driver License No.		Class	Expiration Date	Employee Signature		Date	
For Office Use Only							
Job Number		Classification				Group	Type
Status	Job Start Date		F / P	Basic Asmt	Cost Center & Location Name		Shift
Workman No		Entered By				Date	