



Sequatchie Valley Planning & Development Agency

SEQUATCHIE VALLEY HEAD START

1510 South Cedar Avenue P.O. Box 769 * South Pittsburg, TN 37380-0769

(423) 837-6724 * Fax (423) 837-9369 * E-Mail SVPDA@aol.com

APPOINTMENT AND EMPLOYMENT STATUS FORM AND VERIFICATION FOR PAYROLL

Appointment or new status:

Name _____

Job Title _____ Current Workstation for mileage: _____

Salary or Rate _____ Per _____

Effective Date _____

Other information or explanation _____

Expected program funding source _____ Expected average hours per day _____

Old Status (if change in status): Note: If increase is due to earning CDL, new drug test and annual physical is required.

Job Title _____ Workstation _____

Salary _____ Per _____

Effective Date _____

Other information or explanation _____

Signed: _____ H.S. Director or Program Administrator

_____ Employee

copies: Payroll
Personnel File
Employee

required for payroll:
this form
attached picture ID with DOB
W-4 or W-9 tax form

Office Use only
Adm 1.9 rev. 1/98

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Serving Families in Bledsoe, Grundy, Marion, Rhea and Sequatchie Counties