



# U.S. INTERNATIONAL CHRISTIAN ACADEMY

is an independent, international autonomous global high school institution

[www.USICAhs.org](http://www.USICAhs.org)  
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*U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God".*

## EMPLOYEE DATA FORM

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

Please check appropriate box/boxes:

- New appointment  
  Transfer  
  Separation (*Voluntary*)  
  Leave of absence  
  Name change  
 Reinstatement  
  Promotion  
  Separation (*Involuntary*)  
  Change of salary  
  Address change  
  Change of funding

### FOR ALL ACTIONS:

Full Name: \_\_\_\_\_ EMPL ID (SSN if new employee): \_\_\_\_\_

Cell/Home Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Initial Hire: \_\_\_\_\_

Permanent address (*if different from above*) \_\_\_\_\_

E-mail Address (*if new employee*): \_\_\_\_\_

Date of birth (*new employees only*) \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

POSITION NUMBER: \_\_\_\_\_ FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCOUNT \_\_\_\_\_

