

**GREATER BOSTON LEGAL SERVICES
PERSONNEL ACTION FORM**

Date: _____

Effective Date of Action: _____

Name: _____

SSN: _____

Address: _____

DOB: _____

Gender: Female Male

TG Other _____

Home Phone: _____

Cell Phone: _____

Email: _____

ACTION

- NEW HIRE**
- RE-HIRE**
- PROMOTION/TRANSFER**

- STATUS CHANGE**
- RESIGNATION/TERMINATION**

Job Title: _____

Manager: _____

Unit: _____

Office: _____

- Replacing Who: _____ Length of Vacancy: _____
- New Position Hiring Committee
- Attorney Date of JD: _____ Admission to Mass Bar: _____

HIRING STATUS

- Permanent Full Time Part Time Student
- Long Term Temp ☞ _____ Hrs/Wk: _____ = _____ %
- Short Term Temp ☞ _____
(Termination Date)

UNION STATUS (Commence union dues pursuant to signed dues check-off)

- GBLSSA NON-UNION
- GBLSAU

LEAVE OF ABSENCE

- Beginning LOA: _____ Reason: _____
- Returning From LOA Estimated Return Date: _____
- Hrs/Wk: _____ = _____ %

STATUS

- RESIGNATION COBRA (Notice Sent) VOLUNTARY LAYOFF
- TERMINATION INSURANCE TERMINATED LAYOFF

NOTE:

Original: David White
cc: Personnel File, J. Sanders
 Attorney Union Secretary or Staff Association Union Secretary

PERSONNEL INFORMATION (OPTIONAL)

RACE:

- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 - White (Not Hispanic or Latino)
 - American Indian or Alaskan Native (Not Hispanic or Latino)
 - Black or African American
 - Asian (Not Hispanic of Latino)
 - Two or More Races (defined as all persons who identify with more than one of the five above races)
 - Hispanic or Latino
-

Invitation to self-identify as an individual with a disability:

- Yes, I have a disability No, I do not have a disability I do not wish to answer

If yes, please explain:

Veteran Status:

- YES NO
-

Language(s) Spoken other than English:

	Read Only	Conversational	Fully Fluent
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR GBLS PERSONNEL USE ONLY

EEO-1 CODE:

- Executive/Senior Level Officials/Managers Professional
- First/Mid-Level Officials and Managers Administrative Support Workers