Turlock Unified School District

EMERGENCY CONTACT / CHANGE OF ADDRESS FORM

SEND COMPLETED FORM TO DISTRICT OFFICE - HUMAN RESOURCES

IMPORTANT: Please fill out **all** items on this form. Obsolete Emergency Procedure / Change of Address forms will be removed from your personnel and payroll files. Whenever any change in this information occurs, fill out a new form and submit it to the Human Resources Office. This form will be used for emergency situations and as a source document for your mailing address and home address.

EFFECTIVE DATE _____ EMPLOYEE NAME _____

SOCIAL SECURITY NUMBER **XXX-XX-**_____ WORK SITE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE NUMBER _____ CELL PHONE NUMBER _____

Do you give your permission to be transported to the hospital by ambulance if necessary? ☐ Yes ☐ No

OPTIONAL: Do you have any medical condition that you would like to voluntarily disclose that would be significant in a medical emergency?

_____

_____

IN THE EVENT OF AN EMERGENCY, PLEASE NOTIFY: (Contact must be at least 18 years of age)

NAME _____ RELATIONSHIP _____

HOME PHONE NUMBER _____ CELL PHONE NUMBER _____

NAME _____ RELATIONSHIP _____

HOME PHONE NUMBER _____ CELL PHONE NUMBER _____

NAME _____ RELATIONSHIP _____

HOME PHONE NUMBER _____ CELL PHONE NUMBER _____

ARREST OR DETENTION NOTIFICATION REQUIRED BY SB 294

In accordance with California Labor Code section 1555, please indicate your preference for notification if you are arrested or detained at the worksite, or during work hours while performing job duties offsite.

☐ **YES**, I authorize my employer to notify the emergency contact listed above if I am arrested or detained during work hours.

☐ **NO**, I do not authorize my employer to contact anyone in the event of an arrest or detention.

Please note: If you have experienced a life event, you may want to update your beneficiary designation (CalPERS, CalSTRS, life insurance, etc.).

_____ _____

EMPLOYEE SIGNATURE DATE

WHITE: Human Resources **YELLOW:** Payroll **PINK:** Department/Site