

Change of Employment Form

November 2016

Use this form if your place of employment has changed.

Personal Information

Full Name _____

Registry ID # _____

_____/_____/____ (mm/dd/yyyy)
Date of Birth (required for verification purposes)

() _____
Contact Phone Number

My place of employment has changed.

End Date: ____/____/____

Reason for Leaving (choose letter from list): _____

Reasons for Leaving

- | | |
|-------------------------------------|--------------------|
| A. New job in ECE | D. Maternity Leave |
| B. New job outside the field of ECE | E. Personal |
| C. Relocation | F. Other: _____ |

New Employment Information

Program Name _____

() _____ () _____
Work Phone Number Work Fax Number

Program Address _____

City _____ State _____ Zip Code _____

Start Date: ____/____/____

Average Hours Per Week: _____

Position Title Code (choose number from list): _____

If 12 or 18, please specify: _____

Position Title Codes

Direct Service Positions

- (1) Center/Preschool Director/Administrator
- (2) Assistant Director/Program Director
- (3) Infant/Toddler Director
- (4) Infant/Toddler Asst. Director
- (5) Lead/Head Teacher
- (6) Assistant Teacher/Aid
- (7) Floater/Breaker/Substitute
- (8) Dept. of Ed., Licensed ECE Teacher
- (9) Dept. of Ed., Licensed ECE Special Ed. Teacher
- (10) Before/After School Teacher
- (11) Licensed Family Home Care Provider
- (12) Licensed Group Home Care Provider
- (21) Family, Friend & Neighbor Care (Unlicensed)
- (12) Other (direct)

Indirect Service Positions

- (13) Early Childhood Trainer/Coordinator
- (14) Early Intervention Provider
- (15) Child Care Resource & Referral (CCR&R)
- (16) Higher Education Faculty
- (17) Program Administrator (indirect)
- (18) Other child/family agency
- (19) Unemployed
- (20) Employed but not working in ECE

I certify that the information provided above is true and correct.

Signature: _____ Date: ____/____/____

Mail, fax or email this form to:

The Nevada Registry, 240 South Rock Blvd., Ste. #143, Reno, NV 89502

Fax: (775) 857-3158 | Email: nevadaregistry@washoeschools.net

