

PERSONNEL ACTION FORM

Montgomery County, Tennessee

Today's Date: _____

Social Security: _____ - _____ - _____

Name: _____ Department _____

Address: _____

Marital Status: Married Single Gender: Male Female Race _____
See Back for Groups

RECORD OF APPOINTMENT

Full-Time Part-Time Temporary Full-Time Temporary Part-Time

Job Title: _____ Job Code: _____ Grade: _____ Placement _____

Salary: \$ _____ Per Hour \$ _____ Bi-Weekly \$ _____ Annual \$ _____

Member of TCRS: Yes No Exempt Non-Exempt

Effective Date of Hire: _____ Remarks: _____

CHANGE OF STATUS

Current Title: _____ Grade/Placement/Salary: _____

Effective Date: _____ Promotion Reclassification

New Title: _____ Grade/Placement/Salary: _____

Comments: _____

TERMINATION

Transfer Resignation Dismissal Retirement Death

Effective Date: _____ Recommend Rehire: Yes No

Comments: _____

Elected Official/Department Head: _____ **Date:** _____

Director of Human Resources _____ **Date:** _____

Director of Accounts & Budgets _____ **Date:** _____

American Indian or Alaskan Native – all persons having origins in any of the original peoples of North or South America, and who maintain cultural identification through tribal affiliation or community attachment

Asian – all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

Black or African American: All persons having origins in any of the black racial groups of Africa

Hispanic or Latino – all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

Native Hawaiian or Other Pacific Islander – any persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Two or More Races – all persons who identify with more than one of the above races

White: all persons having origins in any of the original people of Europe, North Africa, or the Middle East