



# CHANGE OF INFORMATION REQUEST

**COMPLETE ALL INFORMATION BELOW**

Title of position(s) to be updated: \_\_\_\_\_

Name: \_\_\_\_\_ Former Last Name: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City, Zip Code: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Business/Message Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Notification Preference:  Email  Paper

The following information will be used to determine to which vacant positions your name will be referred. Check (v) only those boxes for employment type, area and shift for which you are **SURE** you are able or willing to work. Your name may be **REMOVED** from the eligible list if you decline an interview, refuse to accept a job offer, or fail to keep an appointment for an interview. Those who are removed from the eligible list for these reasons **WILL NOT BE PLACED** back on the list unless substantial evidence is provided demonstrating that the circumstances were beyond the candidate's control (e.g., jury duty, documented illness, etc.).

**INDICATE THE TYPE OF APPOINTMENT YOU WILL ACCEPT:**

- Full-Time Regular (40 hours)
- Temporary or Extra-Help
- Part-Time (Less than 40 hours)

**INDICATE THE FOLLOWING GEOGRAPHIC AREAS WHERE YOU WILL WORK:**

- Ontario/Chino
- San Bernardino/Colton
- 29 Palms
- Victorville/Hesperia
- Crestline
- Big Bear
- Rancho Cucamonga
- Fontana
- Joshua Tree/Yucca Valley
- Barstow
- Lake Arrowhead/Blue Jay/Twin Peaks
- Running Springs
- Redlands/Yucaipa/Loma Linda
- Needles

**INDICATE YOUR AVAILABILITY FOR THE FOLLOWING:**

- Day Shift
- Swing Shift
- Night Shift
- Rotating Shifts
- Weekends

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Email, fax or return to the Human Resources Office located at:**

175 West Fifth Street, 1st Floor  
San Bernardino, CA 92415-0440  
(909) 387-8304

Email: [employment@hr.sbcounty.gov](mailto:employment@hr.sbcounty.gov)  
Fax: 909-387-5819

**OFFICIAL USE ONLY:**

Date list amended: \_\_\_\_\_ Comments: \_\_\_\_\_

Initials: \_\_\_\_\_