

WV Public Defender Services
Public Defender Corporation
Personnel Change Report

Date of Report

Full Name: _____

Education Background (e.g. degrees, completion dates & granting institutions): _____

Effective Start or End Date: _____

Dates Associated with other PDC: _____

Position: Lawyer WV BAR ID #: _____
 Non-Lawyer
 Intern
 Temporary
 Board Member
 Other - Specify: _____

Office Assigned: _____

Office E Mail address: _____

Salary: _____ Annual Hourly

Health benefit Information: Family Single Life Only None

Date Position Vacant: _____

Former Position Occupant: _____

Report Completed by: _____

Initial the Following:

- Resume or CV is attached & is in personnel file
- I-9 Completed & is in personnel file
- W-4 Completed & is in personnel file
- References checked