Caddo Nation of Oklahoma
P.O. Box 487 | Binger, OK 73009

PERSONNEL ACTION FORM

Employee Information

Last Name		First Name				Middle Name	
SSN		DOB		Sex	<SELECT	Marital Status	<SELECT>
Address							
City		State		Zip code			
Hire Date		Department					
Job Title							

Employment Status

- ◯ Regular Full Time — 60 Day Probation Beginning_____
- ◯ Regular Part-Time — 60 Day Probation Beginning_____
- ◯ Emergency Hire — _____Days From _____ to _____
- ◯ Consultant/Assigned Personnel (contract/agreement attached)

◯ Employment Notice	
◯ Change Notice	
◯ Termination Notice	
Date Effective	

Salary Information

Salary		<SELECT ONE>	
Fund		Percentage	%
Fund		Percentage	%
Fund		Percentage	%

Comments:

_____ _____
Employee Signature Date Administration Signature Date

_____ _____
Supervisor Signature Date Finance Signature Date

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