# Conejo Valley Unified School District

**PERSONNEL SERVICES DIVISION**
**PERSONNEL COMMISSION**
1400 E. Janss Road, Thousand Oaks, California 91362-2198
Telephone (805) 497-9511 • FAX (805) 494-3741

## Reinstatement Request Form

A former permanent employee (a permanent employee is one who has successfully passed the required probationary period in a classification) who voluntarily resigns in good standing may be reinstated to a vacant position in his/her former classification within 39 months from the last date of paid service. Submission of this form entitles the former eligible employee have their name and contact information referred to the hiring authority for open positions as vacancies become available. While it is not a requirement that the hiring authority interview each person who has requested reinstatement, you may be contacted to discuss the duties of the particular position to determine your interest and qualifications to fill the vacancy. Following expiration of the 39 month period the former employee must reapply for employment.

NAME Last _____ First _____

ADDRESS Street _____ City _____ State _____ Zip _____

CONTACT Home/Work Phone _____ Email _____

FORMER CLASSIFICATION TITLE _____

DEPARTMENT/SCHOOL SITE _____

LAST DATE OF PAID SERVICE (APPROXIMATELY) _____

**I PASSED PROBATION IN THE CLASSIFICATION(S) REQUESTED FOR REINSTATEMENT:** CIRCLE ONE **YES / NO**

**I REQUEST REINSTATEMENT IN THE FOLLOWING: ( CHECK ALL THAT APPLY )**

- ☐ PERMANENT ASSIGNMENT ONLY IN A FORMER CLASSIFICATION SPECIFIED ABOVE
- ☐ PERMANENT OR LIMITED TERM ASSIGNMENT IN A FORMER CLASSIFICATION
- ☐ PERMANENT OR LIMITED TERM ASSIGNMENT IN A *RELATED LOWER CLASSIFICATIONS*
- ☐ ANY LOWER CLASSIFICATION IN WHICH I HAD PREVIOUSLY ATTAINED PERMANENT STATUS

LIST ALL LOWER CLASSIFICATIONS IN WHICH YOU HAD ATTAINED PERMANANCY IN THE COURSE OF YOUR EMPLOYMENT WITH CVUSD PRIOR TO YOUR SEPARATION:

1. _____
2. _____
3. _____

I UNDERSTAND THAT IF I RESIGNED IN GOOD STANDING I WILL BE ELIGIBLE FOR 39 MONTHS OF REINSTATEMENT RIGHTS AFFORDED TO ME IN ACCORDANCE WITH EDUCATION CODE §45309 AND CVUSD MERIT SYSTEM RULE ARTICLE 10.6

_____ _____
***EMPLOYEE SIGNATURE*** ***DATE***

### CLASSIFIED PERSONNEL DEPARTMENT USE ONLY

DID THE EMPLOYEE SEPARATE IN GOOD STANDING AND/OR HAVE REINSTATEMENT/RE-EMPLOYMENT RIGHTS? ☐ YES ☐ NO

DATE OF HIRE: _____ DATE

PERMANENCY DATE: _____ DATE

LAST DATE IN PAID SERVICE: _____ DATE

REINSTATEMENT VALID UNTIL: _____ DATE

_____
DIRECTOR, CLASSIFIED PERSONNEL

CLASSIFICATION(S) WITH PERMANENT STATUS

| CERT DATE | CLASS TITLE | LOCATION OF OPENING |
|---|---|---|
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