

**Los Angeles Unified School District
Human Resources Division
APPLICATION FOR ASSIGNMENT AS PROFESSIONAL EXPERT**

EMPLOYEE INFORMATION:

Last Name	First	M.I.	Telephone Number

Street Address	City	State	Zip Code

EMPLOYMENT WITH THE LOS ANGELES UNIFIED SCHOOL DISTRICT:

Current Employee

New Employee _____ Pers ID/Emp No _____ Location _____ Position _____ Hours

Retired Employee _____ Year Retired

Former Employee _____ Year Last Worked _____ Applicant Signature _____ Date

TO BE COMPLETED BY SPONSORING SCHOOL OR OFFICE

Fingerprint / TB Clearance: No applicant is authorized to perform any services until all required forms have been processed (including fingerprint / TB clearance for new employees or recent retirees) and the assignment has been approved. Refer to Personnel Policy Guide E12 for additional information.

Statement of Duties: Must be attached describing in sufficient detail justification of proposed salary rate.

Job Code/Class Code (A, B, C, D, E, F)	Rate of Pay Per Hour	Hours Per Pay Period	Total Hours	Time of Day Work Performed	Beginning Date	Ending Date

CERTIFICATION:

I certify that the above-named individual will perform the duties described on the attachment and will not render service normally included in the duty statements of Classified, Certificated, or other Unclassified employees, and I request that the individual be employed as a Professional Expert:

Signature of Sponsoring Official	Title	School / Office
Fund / Program Code	Telephone	Date

BUDGET AUTHORIZATION:

Fiscal Unit Approval	Fund	Program Code	Date
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PERSONNEL AUTHORIZATION:

Personnel Office	Approved	Not Approved	Date
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PROCEDURE: Submit copy to the appropriate Fiscal Budget Specialist or your division office for budget authorization. The Fiscal Budget Specialist or your division office will attach a Request for Personnel Action form and forward it to the Certificated Assignment Unit, 333 S. Beaudry, 15th floor for assignment processing.

