



Personnel Data Form

Arkansas Division of Workforce Services - Adult Education Section

Please complete this form in its entirety.

Rev. 11/01/22

Incomplete forms will **NOT** be processed

Name of Program:

Today's Date:

Director:

Director Email:

Staff Name:

Staff Email:

Staff Phone Number:

Position:

Status:

Hire Date:

Exit Date:

Adult Ed Endorsement:

Teacher License:

Diploma/Degree:

Rate of Pay (salary):

Pay Type:

Does this hire fill a TBA Position?

Comments:

Include the following with all data forms submitted:

- 1) Current copy of all teaching licenses.
- 2) Copy of all GED, high school diplomas or degrees for personnel.
- 3) If no degree is available, unofficial transcripts with degree completion date will suffice.
- 4) Resume
- 5) Updated Arkansas Adult Education Personnel Page

* Changes in employee personnel data require a new form to reflect most current information