

**Notice of Change Form For All Staff**

Complete this form and submit to *Personnel Office*, Chancery, 1070 Waterloo Street, London, Ontario N6A 3Y2 or e-mail: [jfurac@dol.ca](mailto:jfurac@dol.ca)

**Parish Name:** \_\_\_\_\_ **Parish No.:** \_\_\_\_\_

**Name of Employee:** \_\_\_\_\_

**Current Home Address** (include full address, city, town, postal code):

\_\_\_\_\_

**Current Home Phone Number:** \_\_\_\_\_

Reason for Change (name change, address, telephone number, e-mail, salary, reduced hours, benefits, left employment). Note if change of salary, indicate new rate per hour and date effective):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If employee has left employment** (indicate the following:

**Date of termination (day, month, year):** \_\_\_\_\_

**Reason for termination (e.g. voluntary resignation, retirement, restructuring, downsizing, non-voluntary resignation, etc.)** \_\_\_\_\_

**Benefits terminated (day/month/year):** \_\_\_\_\_

**Pension contributions stopped (day/month/year):** \_\_\_\_\_

*Date Form Completed:* \_\_\_\_\_ *Form completed by:* \_\_\_\_\_

*Pastor/Supervisor Authorization:* \_\_\_\_\_