

Employment Status Change Request Form

Orange County Emergency Services- EMS Division

Name: _____

Date: _____

Current Position: _____

Current Position Type: Temporary
 Permanent

This form serves to request a status change from permanent to temporary or temporary to permanent employment.

Because temporary and permanent employees are hired in exactly the same pathway, Orange County Human Resources has granted approval to allow transition of temporary EMS providers to permanent status as permanent positions become vacant provided the EMS providers have completed an application through the current Orange County Application System through the official recruitment process. Orange County EMS maintains an eligibility list as described in the Temporary to Permanent Employment Transition Standard Operating Guideline.

- Eligible temporary employees may complete this form to be considered for a permanent position.
- This form will be kept in the official Personnel File housed at Human Resources.

Temporary employees

I am interested in transitioning to permanent (Full-time) employment with Orange County Emergency Services. My first available date is below. I understand that this transition will need to correspond with the Benefits Orientation offered by Human Resources and may be later than my first available date. I also understand that I am not considered a permanent employee until I receive an official offer from HR and return the completed offer letter.

My signature below attests that I have reviewed the Employment Transition Policy located at <https://www.orangecountync.gov/DocumentCenter/View/13616/EMS---Employment-Transition-Temporary-to-Permanent-PDF>

_____ (First Available Transition Date)

(Signature) _____

Permanent employees

I wish to transition to temporary status. My signature below attests that I have reviewed the Temporary Provider Expectations Policy located at <https://www.orangecountync.gov/DocumentCenter/View/23875/EMS--Temporary-Provider-Expectations-PDF>

_____ (Effective Date)

(Signature) _____