



COLEG POWYS

PERSONNEL
Ref: ChgAddr
Date June 06
Edition: 1

STAFF - CHANGE OF ADDRESS

NAME: _____ **SITE:** _____

SECTION: _____ **JOB TITLE:** _____

Current/Previous Address:

New Address:

New Telephone Number: _____

Next of Kin Details:

Contact Telephone Number: _____

Effective Date of Change of Address: _____

Signature: _____ **Date:** _____

Please forward the completed form to the Personnel Office at the Newtown site