



### Request for CalJOBS Staff Account

New account requests must be accompanied by a signed Confidentiality Statement.

Requesting Agency:	<input type="checkbox"/> AJCC – Eckerd Workforce Development <input type="checkbox"/> Youth – Eckerd Workforce Development <input type="checkbox"/> Department of Social Services <input type="checkbox"/> Other: _____
	<input type="checkbox"/> Deactivate Account <input type="checkbox"/> Reactivate Account <input type="checkbox"/> Request New Account <input type="checkbox"/> Temporarily Deactivate Account
First Name:	
Last Name:	
Start Date:	
Deactivation Date:	
Deactivation Case Reassignment*:	<input type="checkbox"/> Temporary Case Reassignment <input type="checkbox"/> Permanent Case Reassignment
<i>* Temporary Case Reassignment will not reflect in reassigned career coaches case load and not able to set up alerts. Permanent Case Reassignment reflects in reassigned career coaches case load and career coach can set up alerts.</i>	
Reassignment Staff:	
Job Title:	
Responsibilities:	<input type="checkbox"/> Front Desk / Resource Room <input type="checkbox"/> Individual Case Management (WIOA Programs) <input type="checkbox"/> Business Services (WIOA Programs) <input type="checkbox"/> Rapid Response <input type="checkbox"/> Clerical/Fiscal <input type="checkbox"/> Administrative (DSS Only) <input type="checkbox"/> Business Services (Non-WIOA) <input type="checkbox"/> Other: _____
Designated as a Supervisor? (WIOA Programs)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Email Address**:	
Phone Number:	
Primary Office Location:	
Additional Office Locations: (If Applicable)	_____ _____ _____
<p><i>** Must be an email address issued to the staff member by the requesting agency. Personal and/or third-party emails are not permitted.</i></p>	