

# CLASSIFIED POSITIONS ONLY - New Hire Form

**Notified HR to Initiate Background Check?** Yes (If you have not, contact HR immediately with the name of the new hire!)  
All offers are contingent upon a successful background check.

Background not needed/current employee (mark X) \_\_\_\_\_

HR - Background Information email sent to candidate: \_\_\_\_\_

Today's Date \_\_\_\_\_

**Hire date effective:** \_\_\_\_\_ **ALL hire dates will begin on a Monday**

If offer is extended on a Monday or Tuesday, hire date is effective Monday of the next week.

If offer is extended on a Wednesday, Thursday or Friday the hire date is effective the Monday of the following week.

### Employee Data

New Hire/Employee? **Yes** **No**

If "No" list other positions and location currently held in the district: \_\_\_\_\_

Employee Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Other Legal Name: \_\_\_\_\_

Address \_\_\_\_\_ Email: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Position: \_\_\_\_\_ Replaces whom? \_\_\_\_\_

Hours per day \_\_\_\_\_ Total hours per week \_\_\_\_\_ Job Class \_\_\_\_\_ Step \_\_\_\_\_ Hourly wage \_\_\_\_\_ 10 mos \_\_\_\_\_  
12 mos \_\_\_\_\_

Shift Start Time \_\_\_\_\_ Lunch Break Time from \_\_\_\_\_ to \_\_\_\_\_ Shift End Time \_\_\_\_\_

Does this close an advertised vacancy? **Yes** Remove from Website \_\_\_\_\_ **No** Still Recruiting/Open Position \_\_\_\_\_

Administrator/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Technology Request for New Staff

Completed for all new staff and long term substitutes

**New to District?** Yes No **Building (Circle)** HQ RV SP MS HS Admin Bus Alt

Standard Distribution (Circle) Certified Staff Distribution Classified Staff Distribution

**Room Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Email address needed?** Yes No

**Infinite Campus?** Yes No **List additional distribution/email groups** \_\_\_\_\_

To be completed by Human Resources: **Hire to be approved at the board meeting dated:** \_\_\_\_\_

**1) Human Resources:** Background Check Completed \_\_\_\_\_ Welcome Email \_\_\_\_\_

**2) Human Resources Director Signature** \_\_\_\_\_ Date \_\_\_\_\_

**3) Superintendent's Approval - Signature** \_\_\_\_\_ Date \_\_\_\_\_

**4) Distributed copies: Payroll/Benefits, District Secretary & IT Dept** Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Original located in HR - Personnel File**