

# CERTIFIED 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.

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

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

**Hire date effective:** \_\_\_\_\_ (date of new Teacher Induction/Thursday before School starts or other)

<u>Employee Data - To be completed by Hiring Authority</u>	
New Hire/Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Substitute with District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employee Last Name _____	First Name _____ M.I. _____
Other Legal Name: _____	Birthdate: _____ <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">*(filled out by HR)</div>
Address _____	Email: _____
City _____ State _____ Zip _____	Telephone _____
Position: _____	Replaces whom? _____
<b>Long Term Substitute</b> Number of hours/day _____	Dates: Begin: _____ End: _____ <b>HR: Contract?</b> YES NO
SEID# _____	Class _____ Effective Date _____ Expiration Date _____
Endorsements (List subjects & endorsement code(s): _____)	
<b>Hiring Authority/Administrator Signature</b> _____ <i>Date</i> _____	
***** <u>Placement and Pay – To be completed by Human Resources</u>	
Total Yrs Experience _____	Step on Scale _____ Education/Lane _____ FTE _____ Salary _____

**Curriculum Director/Human Resources Signature** \_\_\_\_\_ *Date* \_\_\_\_\_

## Technology Request for New Staff

Completed for all new staff and long term substitutes

**New to District?** Yes  No  **Building (Check)** HQ  RV  SP  MS  HS  AD  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** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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 Clerk, District Secretary, & IT: Initials:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Original located in HR - Personnel File**