

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: _____

Birthdate: _____
*(filled out by HR)

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 (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** _____

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