

COACH POSITIONS ONLY - 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 Information email sent to candidate: _____

Today's Date _____

Hire date effective: _____ (at least one week after offer of position/notification of background)

Employee Data

Step 1:

Is the employee currently employed with the District? Yes No (If yes, fill in name and go to Step 3 and complete position status)

Employee Last Name _____ First Name _____ M.I. _____

Step 2 New Hire (is not a current employee of the District)

Employee Last Name _____ First Name _____ M.I. _____

Address _____ Email: _____

City _____ State _____ Zip _____ Telephone _____

Step 3

Coach Position: Assistant Head **Season:** Fall Winter Spring (circle all that apply)

Sport: _____ **School:** _____

If this hire replace an employee, please list previous employee: _____

Stipend Placement – To be completed by Hiring Authority

Total Years Experience _____ Step _____ Stipend Amount: _____

Activity/Athletic Director _____ **Date** _____

Administrator Signature _____ **Date** _____

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

Other relevant information:

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 Tech Initials: _____ Date: _____

Original located in HR - Personnel File