

West Jefferson School District #253

REQUEST FOR HIRE

To be completed by the Principal/Department Supervisor

NEW HIRE INFORMATION

LAST NAME:		FIRST NAME:		MIDDLE INITIAL:	
BIRTH DATE:		SOCIAL SECURITY NUMBER:			
ADDRESS:				CITY:	
STATE:		ZIP:		EMAIL:	
CELL PHONE:		HOME PHONE:		DATE:	

POSITION/SALARY INFORMATION

JOB POSITION TITLE:					
SCHOOL/DEPARTMENT:					
PRINCIPAL/SUPERVISOR:		MENTOR:			
HAS THIS POSITION BEEN POSTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No		DATE OF POSTING:		
CERTIFICATED EMPLOYMENT STATUS:					
CAREER LADDER:		MONTHLY SALARY:		CERTIFICATED:	<input type="checkbox"/> Yes <input type="checkbox"/> No
CLASSIFIED EMPLOYMENT STATUS:					
<input type="checkbox"/> FULL TIME (persi,leave, and medical benefits) - HOURS PER WEEK: _____ (30-40) <input type="checkbox"/> PART TIME (persi and leave eligible) - HOURS PER WEEK: _____ (20-29) <input type="checkbox"/> PART TIME (no eligible benefits) - HOURS PER WEEK: _____ (1-19)					
OTHER CONDITIONS OF CLASSIFIED EMPLOYMENT:					
<input type="checkbox"/> COMPLETED YEARS OF COLLEGE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> PARA PRO PRAXIS TEST <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> HIGH SCHOOL GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO					
COMMENTS:					
IS THIS A NEW POSITION OR REPLACEMENT?				<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes for Whom)</i>	
FUNDING:				PROPOSED FIRST DAY OF WORK:	
REQUEST SUBMITTED BY:				DATE:	

APPROVAL

DISTRICT APPROVAL:		DATE:	
BOARD APPROVAL DATE:			