

Date: _____ At Will or Contract: _____ New Hire or Transfer _____

Name (first, MI, last) _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Administrator/Dept. Head: _____ Campus/Dept: _____

EMPLOYMENT	
____ New Employee	____ Campus Change
____ Substitute	____ Full Time
____ Part Time	____ Payroll Change
Certifications: _____	

VACANCY DUE TO:	
____ New position	____ Transfer
____ Resignation	____ Retirement
____ Leave of Absence	____ Other
Name of person leaving _____	

Current Position: _____ Additional assignments: _____

Campus/Location: _____ Estimated Start Date: _____

To be completed by Central Office Staff Only: Central Office Staff: Ava will email new hire sheets to you.

HIRE DATE: _____ BASE SALARY: _____ NUMBER OF CONTRACT DAYS or NUMBER OF DAYS TO WORK _____

NUMBER OF DAYS IN POSITION _____ NUMBER OF VACATION DAYS _____ NUMBER OF PERSONAL LEAVE DAYS _____

STIPEND: _____ STIPEND: _____ STIPEND: _____ EMAIL: _____

Ava will email sheets to: Shannon, Carol, Ashlee, Rod, Cami, Amanda, Susan, Peek for entering into their systems/areas.

Administrator/Dept. Head Date

Approved for Hire: Y N Superintendent Date