

CERTIFIED PERSONNEL HIRING FORM

**All hiring packets should be carefully reviewed prior to the submission to ensure that all applicable documentation and forms are accurately completed. Incomplete hiring packets will be returned for completion before it will be reviewed and processed.*

Candidate Name: _____
Position Title: _____
Grade/Building: _____

PRE- HIRE CHECKLIST- *REQUIRED*

- Resume
- Completed Application
- Current Certificate
- Transcripts
- Educator Profile Check
- Background Check (BCI & FBI)

CONTRACT INFORMATION

Hire Date: _____

Work Days: _____
(example 184)

Type of Contract: _____
(i.e. 1 yr. Ltd.)

Length of Contract: 1 Year 2 Year 3 Year Continuing

Degree Hired At: BA B+12 M M+12 M+24 PhD

Additional Semester Hours: _____

Step: _____

Salary Amount: _____

Service Years Granted: _____

SSLCSY Years Granted: _____

Eligible for Health Benefits: FTE (10%) PTE (50%) No

**Complete and forward all information to the Superintendent's Secretary for review and processing*