

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

Resume

Completed Application

Current Certificate

Transcripts

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:

Service Years Granted:

SSLCSY Years Granted:

Eligible for Health Benefits:	FTE (10%)	PTE (50%)	No
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**Complete and forward all information to the Superintendent's Secretary for review and processing*