

NEW EMPLOYEE DATA HIRE FORM

WEST BONNER COUNTY SCHOOL DISTRICT

IMPORTANT: This form must be turned in to Human Resources within 3 days of hiring new employee.

EMPLOYEE NAME: _____ PHONE #: _____

ADDRESS: _____

JOB TITLE: _____ FTE: _____

SHIFT HOURS/DAYS _____ CALENDAR: _____

CERTIFIED EMPLOYEE: _____ CLASSIFIED EMPLOYEE: _____

HIRE DATE: _____ START DATE: _____

PEOPLE ON HIRING COMMITTEE: _____

WHY MOST QUALIFIED APPLICANT: _____

Principal/Department Head, please include the following with this form:

1. Original Application
2. Transcripts/Job experience supporting placement on the salary schedule
3. Certification and areas of endorsement

***** OFFICE USE ONLY *****

ALL EMPLOYEES ARE PLACED AT THE BASE RATE ON THE APPROPRIATE COLUMN OF THE SALARY SCHEDULE, UNLESS THE SUPERINTENDENT GRANTS EXPERIENCE.

YEARS OF GRANDFATHERED EXPERIENCE (If Applicable): _____

POSITION ON SALARY SCHEDULE: COLUMN: _____ ROW: _____