

**EMPLOYMENT INFORMATION FORM
EMPLOYMENT / GREEN SHEET**

*To be completed by the Supervisor/Principal
Must be submitted no later than the Wednesday BEFORE a Board Meeting*

DATE: _____

NAME OF NEW EMPLOYEE: _____ BIRTHDATE: _____

ADDRESS: _____

PHONE: _____ SOCIAL SECURITY: _____ - _____ - _____

EFFECTIVE DATE OF EMPLOYMENT: _____

POSITION TO BE FILLED: _____

TEACHER: YEARS EXP: _____

DEGREE: BS BS+ M M+15 M+30

CLASSIFIED: HOURS PER DAY: _____ CLASS: _____ RATE: _____

SUPPLEMENTAL POSITION: _____

LEVEL: _____ SALARY: _____

FINGERPRINT (FBI/BCI) has been submitted: YES NO
(If in doubt, contact Sue Carlisle.)

HIRING PACKET: Instruct the new Employee to contact the Treasurer's Office to complete all new hire forms and procedures.

It is my recommendation that this employee be hired as indicated above at the next Board of Education Meeting.

Name

Title