

EMPLOYMENT INFORMATION FORM GREEN SHEET/HIRING

To be completed by the Supervisor/Principal. Submit Wednesday BEFORE 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: YEARS EXP: _____ HOURS PER DAY _____

POSITION: _____ SALARY/HRLY RATE: _____

SUPPLEMENTAL

POSITION: _____

LEVEL: _____ SALARY: _____

***If the person is a current employee, this information is not necessary.**

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

Recommending Supervisor/Principal

Date

Superintendent

Date