

# 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 EMPLOYEE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

NEW HIRE  CURRENT EMPLOYEE  (*information already on file*)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

PREFERRED LANGUAGE FOR EMPLOYMENT DOCUMENTS:  ENGLISH  SPANISH  
 OTHER: \_\_\_\_\_

PERSONAL EMAIL: (*New Employees Only*)

\_\_\_\_\_  
(*Please use the address you would like your welcome/onboarding paperwork to be sent*)

EFFECTIVE DATE OF EMPLOYMENT: \_\_\_\_\_

POSITION TO BE FILLED: \_\_\_\_\_

**TEACHER:** YEARS EXP: \_\_\_\_\_ DEGREE: BS BS+ M M+15 M+30

**CLASSIFIED:** POSITION: \_\_\_\_\_

HOURS PER DAY \_\_\_\_\_ CLASS: \_\_\_\_\_ RATE: \_\_\_\_\_

**SUPPLEMENTAL POSITION:** \_\_\_\_\_

LEVEL: \_\_\_\_\_ SALARY: \_\_\_\_\_

**FINGERPRINT (FBI/BCI) has been submitted:** YES NO  
(*if in doubt contact Patty Hostetler*)

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

OFFICE USE ONLY: DATE RECEIVED: \_\_\_\_\_ INITIALS: \_\_\_\_\_ BOE AGENDA \_\_\_\_\_  
SUPPLEMENTAL CONTRACT SENT: \_\_\_\_\_