



NON-CERTIFIED New Hire Information for Board Review

NAME _____ DATE _____
Last *First*

POSITION _____ BUILDING _____

HOURS: _____ SHIFT FROM _____ TO _____ DAYS PER WEEK _____

RATE OF PAY: _____ LUNCH PAID _____ UNPAID _____ 1/2 hour or 1 hour
(please circle)

CURRENT SWARTZ CREEK EMPLOYEE: Yes No EMPLOYER: Swartz Creek EDUStaff

START DATE: _____ NUMBER OF APPLICANTS _____

REFERENCES CHECKED: Yes No

CRIMINAL BACKGROUND CHECK COMPLETED: Yes No

ADMINISTRATOR SIGNATURE _____ TITLE _____

EXECUTIVE DIRECTOR OF HR SIGNATURE _____ DATE _____