

NEW HIRE TRANSACTION FORM
ARLINGTON PUBLIC SCHOOLS

REQUEST DATE: _____

STARTING DATE: _____

A. EMPLOYEE INFORMATION

NAME: _____	HOME TELEPHONE: _____
ADDRESS: _____	CELL PHONE: _____
_____	EMAIL: _____

B. NEW HIRE INFORMATION

JOB TITLE: _____	GRADE: _____
DEPARTMENT LOCATION: _____	WORK LOCATION: _____
PRIMARY EVALUATOR: _____	TIMESHEET LOCATION: _____
<input type="checkbox"/> FULL TIME (1.0 FTE)	
<input type="checkbox"/> LESS THAN FULL TIME _____ FTE	DAYS WORKING: M T W TH F

RECOMMENDED BY: _____
IS THIS A NEWLY CREATED POSITION? _____ IF NO, REPLACING _____
IF REPLACING SOMEONE, DID THAT PERSON TAKE ANOTHER POSITION _____ OR RESIGN _____
POSITION CODE*: _____ ORG/OBJECT: * _____
*WILL NOT BE PROCESSED WITHOUT POSITION CODE AND ORG/OBJECT

C. REFERENCES

THE FOLLOWING REFERENCES WERE CONTACTED:	
DATE: _____	NAME/TITLE: _____
DATE: _____	NAME/TITLE: _____
DATE: _____	NAME/TITLE: _____

D. SALARY INFORMATION (TO BE COMPLETED BY HUMAN RESOURCES)

DEGREE/LANE: _____	STEP: _____	
ANNUAL SALARY: _____	LTS DAILY RATE: _____	DIFFERENTIAL _____
OTHER INFORMATION: _____		
HUMAN RESOURCE OFFICER: _____ Robert Spiegel		

<input type="checkbox"/> RESUME AND/OR	<input type="checkbox"/> RECOMMENDATIONS	<input type="checkbox"/> FINGERPRINTING
<input type="checkbox"/> ON-LINE APPLICATION	<input type="checkbox"/> COPY OF CERTIFICATION	<input type="checkbox"/> ETHICS
<input type="checkbox"/> TRANSCRIPTS	<input type="checkbox"/> CORI	