

Cape Girardeau Public School District No. 63 New Hire Form

Use this form after the Interview Recommendation Report is completed. Complete form and submit to Human Resources along with the Interview Recommendation Report and the new hire's application.

Employee Name: _____

Date of Hire: _____

Position: _____

Department: _____ **Building:** _____

_____ **Full Time (FT) or Part Time (PT)**
_____ **Number of hours per day** _____ **Number of days per week**
_____ **Benefits (Y/N)** _____ **Retirement (Y/N)**
_____ **Certified Position (Y/N)** _____ **Certified (Y/N)**
_____ **Salary Schedule** _____ **Step**

Comments: _____

Complete the following if new hire is currently an employee of the District.

_____ **Current Position** _____ **Current Building**
_____ **Current Number of Hours per Week/FTE**

Supervisor Signature _____ **Date**

-----*Central Administration Office Use*-----

Entered in Demographics/Work Record Created: _____

Human Resources _____ **Date**