

PERSONNEL RECORDS
(Certificated New Employee Information)

Note: For office use only - this form is not to be used for pre-employment consideration.

Individual's Information

Hire status: _____ Social Security Number: _____
Name: _____ / _____ / _____
Address: _____
Phone: _____ (Phone Unlisted? Yes No) (Address Unlisted? Yes No)

Qualifications

Valid Missouri Teaching Certificate? Yes No Expiration Date: _____
Certificate Type: _____
Subject Areas of Certification: _____
Institution Graduated From: _____
Degree: _____
Total Years of Experience: _____ Tenured in Any Other School System? Yes No
Worked Two (2) or More Years in Another School System? Yes No

Contract/Position Information

Board of Education Approval Date: _____
Position: _____
Grade/Subject: _____
Department: _____
Supervisor/Title: _____
Building Assignment: _____
Percent of Time in Each Building (if split): _____

Payroll/Classification Information

Position is: Exempt Non-Exempt 11 months
Months Employed: 9 months 10 months
 12 months other _____
Contracted Position: Yes No
If yes, length of contract: _____
Position is: Salaried Hourly

FILE: GBL-AF1
Critical

Compensation Time Available? Yes No

Salary or Rate of Pay: _____

Special funding? Yes No

If yes, name source: _____

Extra Duty? Yes No

If yes, name position: _____

Benefits: Health Insurance Life Insurance Disability

Leave (Number of Days _____) Other _____

Additional Hire Information

Checklist Before Filing:

- Provided Certificates and Transcripts
- Completed I-9
- Background Check Completed
- Reference Checks Completed
- Board Voted to Employ (Date: _____)
- Provided Handbook
- Provided School Calendar
- Provided Benefit Information
- Application Completed
- Discrimination/Harassment Training
- Signed *Drug-free Workplace Act Use Agreement*
- Signed *Computer Authorization Use Agreement*
- Educator Data Form Completed*

Superintendent or Designee Signature

Date

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 11/20/2000

Legal Refs: §§ 168.128, 610.021(13), RSMo.
Fair Labor Standards Act, 29 CFR Part 516
Garcia v. San Antonio Metropolitan Transit Authority, 469 U.S. 528, 105 S. Ct.
1005 (1985)
Immigration Reform and Control Act, P.L. 99-603

Clinton School District #124, Clinton, Missouri

