

PERSONNEL RECORDS
(Non-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

Highest Degree Obtained? High School College Graduate
Institution(s): _____
Special Skills: _____
Total Years of Experience: In Similar Position? _____ In Any School System? _____

Assignment/Position Information

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

Payroll/Classification Information

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

Critical

Leave (Number of Days _____) Other _____

Additional Hire Information

Checklist Before Filing:

- Provided Information on Compensatory Time or Overtime
- Completed I-9
- Provided Necessary Licenses or Transcripts
- Background Check Completed
- Reference Checks Completed
- Board Voted to Employ (Date: _____)
- Provided Handbook
- Provided Work Calendar
- Provided Benefit Information
- Application Completed
- Discrimination/Harassment Training
- Signed *Drug-free Workplace Act Use Agreement*
- Signed *Computer Authorization Use Agreement*

Superintendent or Designee Signature

Date

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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

