

**KONOCTI UNIFIED SCHOOL DISTRICT**

New Hire    Assignment Change    Additional Assignment    Extra Duty Stipend    Internal Only

Name: \_\_\_\_\_ Position:  Certificated    Classified    Walk-On Coach

**Section I: To be Completed by Site Admin/Director – Request Must Include: copy of job posting/announcement, application/transfer request, resume, & credentials (if applicable). All interview materials including: interview questions, ranking sheets, & confidentiality statements must be sent to HR. (*All incomplete forms will be returned.*)**

Assignment _____ # Hours Per Day _____ Position # _____
Location: _____ <input type="checkbox"/> New Position <input type="checkbox"/> Replacement for _____
Work Year: <input type="checkbox"/> 12 Month <input type="checkbox"/> School Year <input type="checkbox"/> Admin Calendar <input type="checkbox"/> Other _____
Interview Date: _____ Desired Start Date: _____ (Generally day after board meeting)
Requested by: _____ Date: _____

**Section II: To Be Completed by H. R.**

<b>Section II:</b> Current Assignment: _____ Position # _____ # Hours Per Day _____ Location _____
Current Assignment: _____ Position # _____ # Hours Per Day _____ Location _____
Current Assignment: _____ Position # _____ # Hours Per Day _____ Location _____
Anticipated Salary Placement: Range: _____ Step: ____ Rate: \$ _____ Stipend: \$ _____
Credential (Cert. Only- copies attached) <input type="checkbox"/> Preliminary (Level I) <input type="checkbox"/> Clear (Level II) <input type="checkbox"/> Other _____
Title: _____ Expires: _____
CLAD Certificate Verified By: _____
NCLB/HQT Requirements Verified By: _____
Pre –Employment Requirements: <input type="checkbox"/> Current Employee Pre-employment requirements met
Health Screenings: Drug _____ TB Clearance _____
Fingerprint/Livescan: _____
Verified by: _____ Date: __/__/____   Board Meeting Approval Date: __/__/____

**Section III: To be Completed by Business Office**

Funding Source _____
Approved by: _____ Date: _____ Chief Business Official
Approved by: _____ Date: _____ Director Human Resources