

Natchitoches Parish School Board Employee New Hire / Change Form Position / Location

This form is to be completed and signed by the Principal/Supervisor and Director and forwarded to the Personnel Department.

Employee Name:

Employee Social Security #:

New Position: Yes No

Tentative Hire Date:

Transfer: Yes No

Transfer Date:

If no, who is this employee replacing?

Termination Date:

Special qualifications:

POSITION INFORMATION:

Job Title:

Itinerant

Home Base Location:

Category:

Administrative

Nurse

Custodian

Tutor

Principal

Maintenance

Paraprofessional

Teacher

Secretary

Substitute

Other

Job Status:

Regular

Full-Time

Hourly

Number of Hours per Week:

Temporary (up to six mo.)

Part-Time

Rate of Pay:

PIP

(To be determined by Director of Personnel)

BUDGET INFORMATION:

Funding Source 1:

EIC:

Percent Salary:

Funding Source 2:

EIC:

Percent Salary:

APPROVAL:

Principal

Date

Budget or Grant s Officer

Date

Director of Personnel

Date

Supervisor /Director

Date

Superintendent

Date

Personnel Use Only

Salary Schedule

Years Exp/Step:

Degree:

BOARD APPROVAL DATE:

START DATE:

NOTES: