



New Hire / Transfer / Change (Miscellaneous)

- New Hire
- Transfer _____
- Assignment Change
- Code Change

School or Department _____

Name of Employee _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Position _____

Hire/Effective Date _____

Social Security # _____

Date of Birth *(must be 14 or older to work)* _____

Are you currently a CSD Student? YES ___ NO ___

If YES, what school and what grade? _____

True Time Approver _____

Background Check Questions:

- A: Have you ever been convicted of a violation of the law, other than a minor traffic violation? YES ___ NO ___
- B: Have you ever pleaded guilty and had your guilty pleas held in abeyance in a criminal proceeding? YES ___ NO ___
- C: Have you ever been placed on probation in conjunction with a criminal charge or conviction? YES ___ NO ___
- D: Are any criminal charge or proceedings pending against you? YES ___ NO ___

If you have answered YES to any of the above questions, provide a statement below:

E: Do you have the legal right to work in the United States? YES ___ NO ___

If NO, attach a copy of your I.N.S authorization to work in the United States. (employment cannot be offered without a current I.N.S authorization)

I understand and agree that as a Miscellaneous / Intermittent employee, the employment will be "at will". That is, either I or Canyons School District, may end the employment relationship at any time, for any reason, or for no reason.

Employee Signature

Date

Supervisor Signature

Date

This application is not valid until signed by the hiring supervisor

ONCE HIRE SHEET IS SIGNED, ALL NEW EMPLOYEES MUST GO TO HUMAN RESOURCES, WITH THEIR HIRING DOCUMENTS, PRIOR TO THE EMPLOYEE BEGINNING WORK.

REQUIRED DOCUMENTS: Driver's license or School ID, Social Security Card/Birth Certificate, or a valid Passport and a voided check with the employees name on the account

HUMAN RESOURCES USE ONLY:

Lane: _____ Step: _____

Hourly rate: _____ Employee ID#: _____

True time approver: _____

HR Signature: _____

Charge Account

Fund	Location	Year	Program	Function	Object	% of FTE