



Notice of Hire

Name: _____ School/Office _____

Date: _____ S.I.N.: _____ D.O.B.: _____

Supervisor/Principal: _____

Position Being Hired: _____

Permanent Mailing Address: _____ **School Year Mailing Address: (or same)** _____

Will mailing address revert to permanent address at end of school year? Yes No

Teaching Contract (fill out **SECTION 1**) Non-Teaching (fill out **SECTION 2**)

SECTION 1 (Teaching):

Type of Contract: Continuing Temporary (please give reason) _____
 Replacement (please give reason) _____

Is this a full-time teaching position? Yes No (specify percentage) _____

Dates of Contract:
_____ Begin _____ to _____ End (for temporary or replacement only)

Program(s) to Charge: _____

SECTION 2 (Non-Teaching):

Type of Position: Permanent Temporary (please give reason) _____
 Replacement (please give reason) _____

Terms: Full-Time Part Time (specify hours/week) _____

***Salary will be determined based on education and experience as submitted to Human Resources**

Dates of Employment:
_____ Begin _____ to _____ End (for temporary or replacement only)

Program(s) to Charge: _____

Comments: _____

Approval of Supervisor _____ Approval of Superintendent _____

PRINCIPALS: Complete this form for all new hires, reassignments and callbacks. Attach employee's resume (if applicable) and forward to Human Resources in Central Office; hroffice@nlsd113.com or fax 306 425-2555.

Please note: Police Record Checks are required for all new hires