

Must be 14 years or older to work.

Miscellaneous Hire Form

School or Department _____ Position _____

Beginning Date _____ Approximate length of assignment _____

Name of Employee _____ Soc. Sec. No. _____ - _____ - _____

Address _____ Phone No. (____) _____ - _____

 City State Zip

Emergency Contact _____ Phone No. (____) _____ - _____

Are you currently a student in Canyons School District? Yes No

Present school _____

Have you ever:

- a. been convicted of a violation of law other than a minor traffic violation? Yes No
- b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding? Yes No
- c. been placed on probation in conjunction with a criminal charge or conviction? Yes No

If you have answered yes to any of the above, provide a statement explaining the circumstances.

Are any criminal charges or proceedings pending against you? Yes No

If you have answered yes, provide a statement explaining the circumstances.

Have you retired from the Utah State Retirement System for educators? Yes No

Do you have the legal right to work in the United States? Yes No

If no, please attach copy of a current I.N.S. authorization to work in the United States.

If you do not have a current I.N.S. authorization, employment will not be offered.

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 Principal or Supervisor Date

MANDATORY: THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO HUMAN RESOURCES BEFORE EMPLOYEE IS ALLOWED TO WORK

CHECKLIST OF NECESSARY DOCUMENTS

Application / Hire Form Social Security Card W-4 Direct Deposit form

Employment Eligibility Verification Form Driver License (if available) or Photo ID Fingerprints

FOR DEPARTMENT OF HUMAN RESOURCE USE ONLY

Schedule _____ Lane _____ Step _____ Rate of pay per hr. \$ _____ Hours per day _____ Hours per week _____ Hours per month _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">FUND</th> <th style="text-align: left;">LOC</th> <th style="text-align: left;">YR</th> <th style="text-align: left;">PROG</th> <th style="text-align: left;">FUNC</th> <th style="text-align: left;">OBJ</th> <th style="text-align: left;">%SAL</th> <th style="text-align: left;">AMT</th> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	FUND	LOC	YR	PROG	FUNC	OBJ	%SAL	AMT	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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