

CONGRATULATIONS on your new job as a
Part Time Custodian for Canyons School District!
Before you may begin working, you will need to go to the
Canyons Administration Building - Human Resources
Department to fill out paperwork.

WHERE: 9361 South 300 East, in Sandy

WHEN: Monday – Friday, between 8:00AM to 4:30PM
You must go to HR within TWO (2) Business Days of receiving this packet.

WHAT: You will need to bring the following information
with you:

1. New Hire Form (signed by you and the Assistant Facility Manager)
2. Identification – See attached page that Lists Acceptable Documents
3. Voided check or print out from bank/credit union for Direct Deposit
 - a. Information must show the account in your name, type of account, and account number

You must bring **ALL** above items with you to complete the hiring process.

You **CANNOT** begin working until the hiring process is complete.

If you have any questions, contact the Assistant Facility Manager at the work location, or our HR department at 801-826-5500