



SWAMPSCOTT PUBLIC SCHOOLS CHECKLIST FOR NEW HIRES

Employee Name: _____

Position: _____ FTE: _____ Grade: _____

School: _____

New Position or Replacing: _____

Effective Date: _____ Hours / Days: _____

Pay Rate: _____ Per: _____

Union Scale Recommendation: _____ Pro-Rated amount: _____

Before recommending a new hire to the Superintendent, please make sure the following documents are collected and that this checklist, along with the documents are submitted to the Human Resources.

Resume	
Official College Transcripts	
3 Letters of recommendation (if applicable)	
MA Certification (if applicable)	

Reference Checks:

Name	Phone	Relationship

Incomplete packets will not be accepted. If there are circumstances when a packet is incomplete, please state the reason below:

HIRING ADMINISTRATOR: _____ DATE: _____

Business office Use Only:

Org/Obj: _____ Acct name: _____ Group/BU: _____

CBU: Teach / Cust / Admin Asst / ESP/ N/A

Director of Human Resources: _____ Date: _____

School Business Admin.: _____ Date: _____

Superintendent: _____ Date: _____