

Category:	Procedure:	
Human Resources	Hiring Maintenance Personnel	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-290-3	June 1997	January 2009

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1. Advertise all vacant positions through the Human Resources Department.
2. Complete local background check on each applicant.
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4. Recommend applicant to Human Resources Department on Applicants Interviewed Form (HR-119).
5. After an offer of employment is made by HR, applicant is sent for fingerprinting and HR completes DCS, Child Abuse and Sexual Abuse searches. When cleared, Maintenance will make arrangements for the applicant to complete all necessary paperwork, including:
 - W-4 form
 - I-9 Form (employment eligibility verification form). A driver's license or birth certificate or passport and social security card are required to complete this form.
 - Job Description
 - Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life insurance and many other policies are discussed)
 - Authorization Agreement for Automatic Deposit
 - Medical History/Physical Form (to be completed and returned within 30 days)
 - Media and Audio Visual Agreements (signed)
6. Applicant is responsible for the cost of the medical exam, and fingerprinting.
7. The employment papers will be forwarded to the Human Resources office for processing.
8. All new employees are required to attend employee orientation.