**KNOX COUNTY SCHOOLS – FEDERAL PROGRAMS**

**HIRING FORM**

**Principal completes the following after interviewing and communicating with last employer.**

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| NAME OF SCHOOL |  |
| APPLICANT’S NAME |  |
| APPLICANT’S ADDRESS |  |
| APPLICANT’S PHONE | Home:  Cell:  Other: |
| APPLICANT’S BIRTHDATE |  |
| APPLICANT’S EMAIL |  |
| APPLICANT’S SSN |  |
| POSITION |  |
| HOURS PER WEEK |  |
| RATE OF PAY |  |
| START DATE |  |
| EMPLOYEE STATUS  (mark with “X”) | New Hire:  Current KCS Employee:  Former KCS Employee: |
| APPLICATION SUBMITTED IN SEARCHSOFT  (mark with “X”) | Yes:  No: |

**Principal Signature Date**

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| **To be completed by Federal Programs Department**  Position Cleared: (mark with “X”) YES \_\_\_\_\_ NO\_\_\_\_\_  Budget Code:  Signature:  Date: |

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| **To be completed by HR Staffing Manager**  Applicant Cleared (mark with “X”) YES\_\_\_\_\_ NO\_\_\_\_\_  Signature:  Date: |
| **To be completed by HR Generalist**  Applicant Cleared, Background Check and Drug Test (mark with “X”) YES\_\_\_\_ NO\_\_\_\_  Principal, Employee, and Title I Accountant Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date  Start Date for Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Federal Programs Hiring Timecard Form Revised – 06/02/2023***