NON – INSTRUCTIONAL
APT HIRING CHECK SHEET

Use this form when hiring for the following positions:
Managers
Coordinators
Non-Instructional APT

Position to be filled: ______________________________________________________

Page One to be completed and turned in with copy of resignation, Vacancy Posting Requisition, and Job Description

Step One:
• Complete this form, attach additional paperwork and then return to the Director of Human Resources prior to the job being posted.

_____ Separation Check Sheet Completed

_____ Attach a copy of resignation of the position needing to be filled.

_____ Complete a Vacancy Posting Requisition on AppliTrack.
  • Log in to AppliTrack
    o Job Posting Tab
    o Create New Requisition
      Fill out appropriate requisition.
  • Attach job description and question to requisition. and send to Human Resources if it has been updated or if you need Human Resources to post to an outside source like CASE.

_____ Posting approved by the Assistant Superintendent of Human Resources.

_____ Send a copy of Job Description and questions to the Executive Administrative Assistant, if you want to have this job posted at an outside source (CASE).

Yes/No Do you want this position posted on any other website other than the Thompson School District?
Other places you would like the position posted

_________________________  Account Code: ___________________________

_________________________  Account Code: ___________________________

Will a login be required for any of these websites? If so, what is the login and password to be used to place the posting?

_________________________

_____ Interview Information
• Date of Interview: _____________________________
  • You will need to set up your interview committee and call all applicants you want to interview.
  • Attached are forms that will help in organizing your interviews.

Updated 04/15/2013
Use this form when hiring for the following positions:
Managers
Coordinators
Non-Instructional APT

Position to be filled: ____________________________________________

Step Two:  

COMMITTEE MEMBERS

Human Resources suggests that you have two licensed staff, two classified staff, Learning Service Director, appropriate level principal, one or two parents, one student (if appropriate), and Human Resource Director.

<table>
<thead>
<tr>
<th>Committee A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Initial Contact Made</th>
<th>Position Represented</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated 04/15/2013
Use this form when hiring for the following positions:
  Managers
  Coordinators
  Non-Instructional APT

Position to be filled: _______________________________________________________

**Step Three:**
- Upon closure of the job, you will be able to view the *applicants who meet the minimum qualifications*.
- Complete the form below with the list of candidates you wish to be interviewed.

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>EMAILED CONFIRMATION</th>
<th>TIME OF INTERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NON – INSTRUCTIONAL
APT HIRING CHECK SHEET

Use this form when hiring for the following positions:
  Managers
  Coordinators
  Non-Instructional APT

Position to be filled: ______________________________

Page Four to be completed and turned in with copy of Personnel
Requisition to Hire and New Hire Check List.

Step Four:
- After all interviews have been conducted, you must complete the attached Personnel
  Requisition and Hiring Check Sheet. An applicant cannot start their position of employment
  with the Thompson School District until all documentation has been completed
  ____ Call and verify three references given by the candidate, then note those names on
  the Staff Personnel Requisition.
  ____ Notify Human Resources of the prospective APT and once the Staff Personnel
  Requisition is completed they will email the payroll packet and request and other
  documentation needed.
  ____ Inform candidate that first paycheck will be determined by Board of Education
  approval and payroll deadline.
  ____ Principal/Director will complete Requisition to Hire and New Hire Checklist

Review of Processes
- Principal/Director/Supervisor will create job posting requisition in AppliTrack. Once entered
  in AppliTrack a vacancy posting number will be assigned.
- Principal/Director/Supervisor will screen applicant pool. Applicants must have a complete
  AppliTrack application and meet the minimum job requirements.
- Principal/Director/Supervisor will select interviewees based on required criteria and depth of
  applicant pool.
- An incomplete application disqualifies candidates from being viable candidates.
- After the completion of the interviews, the Principal/Director/Supervisor will select candidate
  from interview pool and submit a completed Requisition to Hire Form along with the New Hire
  Checklist. Principal/Director/Supervisor will confirm with their initials that those documents
  have been verified and references have been checked.
- Upon receipt of Personnel Requisition, all information will be verified by the Director of
  Human Resources or designee. If information is incomplete or cannot be verified, the
  form will be returned.
- The New Hire Checklist will be used to indicate candidate’s status for submission to the Board
  of Education.
- If candidate is not cleared for Board submission, the Requisition to Hire Form and a copy of
  the New Hire Checklist for APT Employees Form, the packet of information will be returned to
  Principal/Director indicating the areas that are incomplete.
- Under no circumstances will any candidate be recommended for hire or perform any job duties
  until all pre/post hiring requirements are met.

Updated 04/15/2013
HR New Hire Checklist for APT Staff
STEP FOUR OF THE PROCESS

Vacancy/Requisition to Hire #__

<table>
<thead>
<tr>
<th>Name</th>
<th>Employment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Location</td>
</tr>
<tr>
<td>Address</td>
<td>Current Contact Phone #</td>
</tr>
</tbody>
</table>

PLEASE INITIAL AND DATE AS EACH SECTION IS COMPLETED

Section A – HR Staff

AppliTrack Employment Application
Transcript Verification
Three Letters of Recommendation
Signature Page
Resume
Current Colorado License yes/no (verbal verification); if no, provide date application for license was submitted Date Submitted
Three References Checked
APT Staff Personnel Requisition completed in AppliTrack
Principal advises candidate of **RECOMMENDATION FOR EMPLOYMENT PENDING BOARD OF EDUCATION APPROVAL.**

**NOTE:** Prospective employee will be paid based on submitted documents, CBI verification, and payroll guidelines.

Tandem Background Check Completed
CDE check endorsement Type Expiration
Fingerprints, if non-licensed position
Original Transcripts

Section B – To be verified by HR staff (verify signatures and SSN on each page)

Employee Information Payroll/HR Form
EEO Form
Experience Form
W-4
I-9
PERA
SSA-1945 (SOCIAL SECURITY FORM)
DIRECT DEPOSIT
Safety Sign Off
Drug Free
Internet Agreement
Teacher Oath
Copy of License

Section C – Candidate was not recommended for Board submittal (see highlighted areas).

Section D – Board Submittal

Cleared for submission for Board Approval
Date submitted to the Board of Education

Updated 04/15/2013
Thompson School District
Phone Inquiry Reference Check

At least ONE Reference check should be a former supervisor.

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Date of Inquiry:</td>
</tr>
<tr>
<td>Name of Reference:</td>
</tr>
<tr>
<td>Reference Check made by:</td>
</tr>
</tbody>
</table>

1. What is the nature of your association with the applicant? ____________________________
   ________________________________________________________________________________

2. How long have you known the applicant? ____________________________

3. If you were to use a few words that you feel would accurately summarize this applicant, what would they be? ____________________________
   ________________________________________________________________________________

4. How would you compare the applicant’s skills with others performing the same or similar jobs? ______
   ________________________________________________________________________________

   Examples: _______________________________________________________________________
   ________________________________________________________________________________

5. How would you evaluate the applicant’s ability to take suggestions? ____________________________
   ________________________________________________________________________________

6. How would you evaluate the applicant’s ability to take criticism? ____________________________
   ________________________________________________________________________________
7. To your knowledge, has the applicant been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving sexual behavior or unlawful behavior involving children?  □ YES □ NO

8. To your knowledge, has the applicant been dismissed by, or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including sexual behavior, which was supported by credible evidence?  □ YES □ NO

9. Do you have any other information that would reflect upon the applicant's qualifications for employment with the Thompson School District?  □ YES □ NO

   If Yes, please explain: __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

10. Would you rehire this person?  □ YES □ NO

    If No, please explain: _______________________________________________________
    _______________________________________________________
    _______________________________________________________
    _______________________________________________________
    _______________________________________________________

Legislation recently passed in the State of Colorado requires that we contact previous employers to obtain the above information before we employ any person to work in a school district in this state.

It is also important for you to know that, under this same law, any previous employer who makes a recommendation concerning an applicant is immune from civil liability unless the information is false and the previous employer knows it to be false or acts with reckless disregard concerning the veracity of the information, and the school district acts upon the information to its own detriment or to that of the applicant.