

**SHORELINE SCHOOL DISTRICT
REQUEST FOR EMPLOYEE**

A. Request						
Position Title:		Location:		Sub Until Filled?		Start Date:
				Yes:	No:	
Certificated:			Classified:			
Continuing:	Non- Cont./Prov.:	Long-term sub.:	Permanent:	Temporary:	Long-term sub.:	
			Daily Schedule:			
FTE (Cert):		Hours per day (Class):		Days per year (Class):		
Replacement for: (for Subs)			Reason (for Subs):			
Reason for opening			Budget Distribution (Leave blank if acct. # unknown)			
New Position:			FTE:	Hours:	Acct. #	
Retirement/Resignation:			FTE:	Hours:	Acct. #	
Other (specify):			FTE:	Hours:	Acct. #	
<u>Leave</u> Type: Dates To/From:			FTE:	Hours:	Acct. #	
Requested by:			Date:			
Comments:			HR Initial:		HR Initial:	

B. Approval: (To be completed by Human Resources)					
Position Control Date:	Approved			Benefits	
	Yes:	No:	Other:	Yes:	No:
Posting Date:	Job No:		Date Open:	Date Close:	

C. Recommended Candidate: (To be supplied by interview team leader)					
Name of Candidate:	New:	Former Employee:	Retire/Rehire:	Reference Check Complete:	
Administrator:		Date:	Initials:		

D. Disposition: (For use by Human Resources)					
Employee No:	Benefit Eligible		Name:	Effective Date:	
	Yes:	No:			
FTE or Hours:	No. of Days: (Classified)		Salary Schedule(s)	Rates of Pay Placement	
				\$	
				\$	
Signature:			Date:		