



WEST LINN-WILSONVILLE SCHOOL DISTRICT

Department of Human Resources

INTENT TO HIRE - PERSONNEL ACTION NOTICE*

Name Social Security No. / Employee No. Today's Date

Address City, State, Zip Telephone

1. ACTION:

Table with 2 columns: Action type (New Employee, Rehire) and Status (Current Employee, Other)

2. FOR NEW EMPLOYEES ONLY:

Table with 2 columns: Employment type (Temporary, Probationary, Other, Replacement for) and Approval details (Additional FTE, Name of Approver, Account Code)

3. EMPLOYEE GROUP:

Table with 2 columns: Employee Group (Classified, Licensed)

4. EFFECTIVE START DATE: _____

5. EFFECTIVE END DATE (if applicable): _____

6. STATUS:

Table with 2 columns: Status details (FTE, WORK YEAR, HOURS / DAYS, SCHOOL, START TIME / LUNCH BREAK / END TIME, SUPERVISOR, POSITION ASSIGNMENT, COLUMN MANAGEMENT) and empty space for input

7. SIGNATURES:

Principal or Supervisor Date

Director of Human Resources Date

* Please Note: All hires are contingent upon successful completion of Background Check process.