

BARRE UNIFIED UNION SCHOOL DISTRICT  
Barre City Elementary and Middle School  
Barre Town Middle and Elementary School  
Spaulding High School and Central Vermont Career Center

## New Hire Process

**Attach/Include with the New Hire Notification Form (submit complete packet electronically)**

1) Complete New Hire Notification Form (Page 1 of fillable form)

**ACTION/CHECKLIST ITEMS** (Page 2 of fillable form):

2) Candidate Application Packet needs to include the following:

- a. **Resume**
- b. **Cover Letter**
- c. **Transcripts**
- d. **Three Candidate References (reference check form(s) and/or verified letter(s) of recommendation)**
- e. **License(s)**
- f. **Para Pro Results if Applicable**

**PLEASE NOTE:** An application packet can be downloaded from SchoolSpring as a PDF document. When you print choose Adobe PDF in the printer selection. Select print and it will request you to name it and save it, choose your desktop.

3) New Hire's Current Contact Phone Number Verified

4) New Hire's Current Contact Email Verified

5) New Hire's Current Mailing Address Verified

### **Submitting**

- The fillable form below once completed can be saved as a PDF. Please name it in a manner so we know what it is and who it's for (e.g. New Hire - Doe, J.)
- Email completed form and complete application packet to the HR email - [HR@buusd.org](mailto:HR@buusd.org) by attaching your saved PDF documents to the email. **Do not send paper copies through the pony.**

# BARRE UNIFIED UNION SCHOOL DISTRICT

## NEW HIRE NOTIFICATION FORM

Complete and Submit to the Central Office  
(please submit via email to [hr@buusd.org](mailto:hr@buusd.org))

Date Received by Central Office:

**To be Completed by Hiring Administrator:** (please leave notes for Central Office on the back page)

Name:  Location:

Submission Date:  Administrator Action/Checklist Complete:  Y  N

Position:  Grade (If Applicable):

Endorsement (If Applicable):   Hourly-Non Exempt  Salary-Exempt

Hours Per Day:  Scheduled Hours:  a.m. to  p.m.

Account Code:

Replacement?  Y  N

If Yes, For Whom?  Salary Rate: \$

Administrator Approval:  Signature Date:

**REVERSE SIDE:** Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

## For Central Office Use Only:

Contract Complete Date  Offer Letter Complete Date  DOH

Total Years of Experience:  Step:  Salary Placement: \$

Hourly Rate: \$  Salary Rate: \$  Seniority Date:

Contract Type:  Teacher  Para  Replacement  Interim  Offer/Non-Contracted Letters  
 AFSCME  N/A

Days Per Year:  Salary: \$  Contract Days:

Teacher: AOE Endorsement:  YES  NO

If No, Required:  Provisional  Emergency  Apprenticeship

Para-Educator: Associates Degree  YES  NO (If NO) → ParaPro  YES has passed ParaPro  
 NO will need to take ParaPro

Superintendent and/or HR Director Approval Signature

Date

# New Hire Checklist

## Attach/Include with the New Hire Packet (submit electronically)

1.  Candidate Application Packet
  - a. Resume
  - b. Cover Letter
  - c. Transcripts
  - d. Three Candidate References (reference check form(s) and/or verified letter(s) of recommendation)
  - e. License(s)
  - f. Para Pro Results if Applicable
2.  New Hire's Current Contact Phone Number Verified
3.  New Hire's Current Contact Email Verified
4.  New Hire's Current Mailing Address Verified

Email completed packet to the HR email - [HR@buusd.org](mailto:HR@buusd.org). Do not send a paper copies through the pony.