

# EXTENDED DAY PROGRAM

## Employment Application



### PART I: To be completed by Extended Day Site Director

Employee's Name: \_\_\_\_\_

Employee's SSN: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Employee's Date of Birth: \_\_\_\_\_

Employee's Current Address: \_\_\_\_\_

Employee's Current Phone Number: \_\_\_\_\_

Employee's E-mail Address: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Assignment Title: \_\_\_\_\_ Site Director  
 \_\_\_\_\_ Assistant Site Director  
 \_\_\_\_\_ Bookkeeper  
 \_\_\_\_\_ Support worker  
 \_\_\_\_\_ Other \_\_\_\_\_

### PART II: To be completed by the Principal

The above named employee is recommended for employment beginning \_\_\_\_\_ at a rate  
 of \$\_\_\_\_\_ per hour. If this employee also works for CPSB, please indicate other  
 position\_\_\_\_\_.

\_\_\_\_\_  
Principal Signature\_\_\_\_\_  
Date

### PART III: To be completed by CPSB Personnel Department:

I certify that this employee has completed his/her drug screen and is clear to begin working in Extended Day.

\_\_\_\_\_  
Personnel Signature\_\_\_\_\_  
Date

*Routing of application: Upon completion of Parts I and II, Site Director should fax a copy of application to Payroll. Upon Completion of Part III, Personnel should email a copy of application to Principal. Upon receipt of the signed application from personnel, the principal should notify Site Director that employee is clear to work. **The employee may not start working or training in Extended Day until clearance is received from Personnel.***