



Choose From List: NEW HIRE FORM

Hiring School: _____ Date Completed: _____

First/Last Name: _____ Phone Number: _____

Personal Email: _____ Anticipated Start Date: _____

Job Title/Description: _____

TCP Job Code: _____ TCP Dept Code: _____ Rate: _____

GL Acct Code: _____ % _____

GL Acct Code: _____ % _____

Principal/Administrator Signature: _____ Date: _____

Central Office Use only:

Reviewed By/Date: Benefits: _____ Finance: _____ HR: _____

HR: Date Entered: _____ TCP ID: _____ Badge #: _____