Non-Instructional Employment Processing Form

Broward County Public Schools

Employee Name (Last Name, First Name)

MI

Social Security Number

Org Unit #

School/Department Name

Work Phone

Employment Status

☐ New Hire ☐ Rehire ☐ Temporary ☐ Part-Time Permanent
☐ Substitute ☐ Full-Time Permanent

Pers No. (Rehire Emp.)

To Be Completed by Work Location

Position #

Position Title

Vacancy Deadline **Percentage** **Work Cal.** **Pay Cycle**

☐ AA ☐ BB

Work Hours

____ to ____

Recommending Administrator Signature

Form Completed By:

Employee Signature

Telephone:

To Be Completed by Non-Instructional Staffing ONLY

Rate Amount	**Shift Differential**	**Step**	**Personnel Area**	**Clerical Test Date**	**Fingerprint Date**

Leave Accrual Date	**Sick Leave Effective Date**	**Probation End Date**	**Bargaining Unit Date**	**Start Date**	**End Date**

Notes

NIS Approved By:

Date

Pers. Records Approved By:

Date

(Campus Monitors & Security Specialists Positions Only)

Broward District Schools Police Department Approved By:

Date

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