

PLEASANT LOCAL SCHOOLS

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 Marion, Ohio 43302
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www.pleasantlocalschools.org

Employee Intake Checklist

New Employee ___ Transfer ___ Long Term Sub ___ Replacement ___
 Teacher ___ Classified ___ Administrator ___ Other Professionals ___

Employee Dates	
Intake Conference Date	
Board Date	
Start Date	

Employee Information			
Employee Name		Street Address	
City		State & Zip	
Social Security #		ID#	
Phone #		Cell #	
Position		Home E mail	
School		Replacement for	
Tenure Date		Tenured District	

Official Use Only:

Payroll/Salary			
Step		Salary	
FTE		Funding Source	
Total Years of Experience		PLSD Years in District	
Military Experience (provide proof) DD214		Outside Experience (provide proof)	

All salary information discussed on or before the Intake Meeting is a preliminary indication of employee's salary. The salary and position will be reviewed again when proper documentation is received and reviewed by the Human Resources Department. Final acceptance of the salary and position shall be approved by the Board of Education. If any changes take place the employee will be properly notified by the Human Resources Department.

Employee's Signature: _____

Date: _____

Signature will take place at the intake meeting

Committed to **Unleashing** the **Potential** to all Community Members.
 Our **Spartan Strong** Culture is Fundamental to all Previous, Current and Future Success!