



WEST LINN-WILSONVILLE SCHOOL DISTRICT
 Department of Human Resources
INTENT TO HIRE - PERSONNEL ACTION NOTICE

Name Employee ID Today's Date

Address City, State, Zip Telephone

1. ACTION:

<input type="checkbox"/> New Employee	<input type="checkbox"/> Current Employee
<input type="checkbox"/> Rehire	<input type="checkbox"/> Other

2. FOR NEW EMPLOYEES ONLY:

<input type="checkbox"/> Temporary	Additional FTE authorized by Central Office
<input type="checkbox"/> Probationary	Name of Approver:
<input type="checkbox"/> Other	
<input type="checkbox"/> Replacement for:	Account Code:

3. EMPLOYEE GROUP:

<input type="checkbox"/> Classified Job Description:	
<input type="checkbox"/> Licensed	

4. EFFECTIVE START DATE: _____

5. EFFECTIVE END DATE (if applicable): _____

6. STATUS:

FTE:	
WORK YEAR: 10, 12 Month	
HOURS / DAYS:	
SCHOOL:	
SUPERVISOR:	
POSITION ASSIGNMENT:	
COLUMN MANAGEMENT:	

7. SIGNATURES:

Principal or Supervisor Date

Director of Human Resources Date