

# Edgewood ISD

## EMPLOYEE NEW HIRE REQUEST SHEET

### PRINCIPAL INFORMATION

Date Submitted: \_\_\_\_\_  
Principal: \_\_\_\_\_

### NEW HIRE INFORMATION

Complete the form and give it to **Faye McBride**, the Human Resources Director in Administration.

List New Hire Below and any other information listed: \_\_\_\_\_

**Name:**

**Primary Position Assignment:**

**Additional Assignments (Coaching, Bus Driving, ESL, etc):**

**coming from - District/Company Name:**

**Address:**

**Phone:**

**Years of Service Completed:**

**Base Salary:**

**Additional Stipends:**

**Assigned Campus/es:**

**NOTE** – Attach all supporting documentation. (Resume, Job application, and Reference Letters)

### FOR HUMAN RESOURCE USE ONLY

Date Received: \_\_\_\_\_

HR Director Signature: \_\_\_\_\_

Comments: