



# OWEN COUNTY SCHOOLS BOARD OF EDUCATION

1600 Highway 22 East ~ Owenton, Kentucky 40359 ~ (502) 484-3934

## NEW EMPLOYEE HIRE FORM

### A: TO BE COMPLETED BY SUPERVISOR

Employee Name	
Date Recommended for Hire	
Position	
Years of Experience	
School/Location	
Will employee be emergency certified?	
Does employee hold a valid teaching certificate?	

**I recommend the above named person for employment in Owen County Schools.**

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED:**

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### B. TO BE COMPLETED BY PAYROLL SUPERVISOR

Employee # Assigned	
Social Security #	
Job Class Code	
Pay Type	
Account #	
Grade/Rank	
Step/Level	
Pays/Year	
Days-Unit/Year	
Hourly Rate	
Daily Rate	
Period Pay	
Annual Pay	
Accrued Sick Leave	

Payroll Dept \_\_\_\_\_

Date \_\_\_\_\_

Finance Officer \_\_\_\_\_

Date \_\_\_\_\_