**EMPLOYMENT PAPERS REQUEST**

(to be completed by the supervisor)

Reference *Hiring Staff Procedures*

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| **NEW HIRE INFORMATION** |
| **Name:**   | **New hire will replace:**   |
| **Program:**  | **Position:**  | **Location/**  **Center:**  |
| **Teacher:**   | **Supervisor/** **Manager:**  |
| **Start Date:**   | **Hours/** **Week:** | **Weeks/** **Year:** | **Classification:**  **(Pay Grade)** |

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| **REQUIRED PRE-EMPLOYMENT PAPERWORK** |
| *Supervisor/Manager is responsible for ATTACHING the following* ***before*** *employment papers are granted.* |
| [ ]  UKG application [ ]  Credentials (attach official transcripts)  | [ ]  Resume (if available) [ ]  References checked  | [ ]  Current job description  |
|  Degree attained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **ADDITIONAL REQUIRED PAPERWORK** |
| *To be submitted prior to hire* ***OR*** *collected on new hire’s first day of employment.* |
| [ ]  Copy of current driver’s license or State ID [ ]  Copy of current auto insurance  | [ ]  I-9 documents (SS card **or** passport **or** birth certificate) [ ]  Voided check or letter from bank (may upload in UKG) COVID-19 Vaccine [ ] Documentation (if applicable) |
| [ ]  ICHAT, SOR, DHHS clearance approval  (except for staff connected through CCBC) | Date of clearance approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **CHILD & FAMILY DEVELOPMENT ONLY: SUPERVISOR HIRING CHECKLIST** |
| **CCBC eligibility date:**  | **Physical date:**  | **TB date:**  |
| **The applicant is applying for and meets the following requirements:**[ ] Early Head Start[ ] Head Start[ ] Great Start Readiness Program [ ] Licensing and Regulatory Affairs |
| **Candidate has received pre-approval from the following:**[ ]  Licensing and Regulatory Affairs (lead teacher only) [ ]  ISD (GSRP lead and assistant teachers only) |
| **Candidate requires a compliance plan for the following:**[ ] GSRP [ ] LARA [ ] Head Start Equivalent Coursework Form[ ]  Center-Based Head Start Qualification Waiver Request [ ]  NMCAA Employee Compliance Plan Agreement***\*\*\* Please attach appropriate plan(s)*** |
| **ADDITIONAL SUPERVISOR HIRING TASKS**[ ] Send candidate “Child & Family Development Hiring Requirements” document at the time of job offer[ ]  Ensure completion of MiRegistry Health/Safety courses & Infant Safe Sleep (as applicable) upon hire[ ]  Schedule CPR & first aid [ ]  Assign mentor for new teacher [ ]  Complete personnel hiring form for Policy Council |

**Distribution:** Original HR Director; Supervisor keeps a copy for file Reference: Licensing R400.8125; HS 1302.90; GSRP ISDAdministration