**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 StartHead StartGreat 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