

Hugoton USD 210
Employee Recommendation Form

Date:

To:

From:

RE:

Position:

Name:

Date of Birth:

Educational Background:

Employment History:

References:

Administrator Recommendation:

Starting Date:

Salary Placement:

Employment Verification Checklist

- Recommendation Sheet for Board of Education
- Board of Education Employment Approval
- Employee Background Check
Date Sent _____
Date Complete _____
- Pre-Employment Drug Testing
Date Sent _____
Date Complete _____
- Pre-Employment Payroll Enrollment
 - SS Number Verification
 - Federal Employment Eligibility Verification Form I-9
 - Other documents needed for I-9
 - Copy of two of the following:
 - current photo of the employee
 - birth certificate
 - social security card
 - current driver's license
- Enrollment in District Insurance (if eligible)
- Enrollment in KPERS (eligible if work over 630 hours per year)