



Nome Public Schools REQUEST TO HIRE

Hiring Supervisor _____ Date _____

Name of person recommended for hire _____

Position _____

_____ **Permanent** (12 months/year, 37.5 hrs/week, full benefit package)

Work Schedule _____
Example: M-F, 8:00 a.m. – 4:00 p.m. = 7.5 hour workday – includes half hour lunch break

_____ **Permanent Seasonal** (less than 12 months/year, 30 or more hrs/week, full benefit package)

Work Schedule _____
Example: M-F, 8:00 a.m. – 4:00 p.m. = 7.5 hour workday – includes half hour lunch break

_____ **Temporary** (less than 30 hours/week and only benefits required by law)

Work Schedule _____
Include start and end date

Employment Location:

_____ Nome-Beltz Jr./Sr. High School _____ Nome Elementary School

_____ Other or combination, explain _____

Starting salary and wage scale placement _____

Justification for starting wage if beyond Step A _____

Start Date _____

Funding Code (Assigned by Business Manager) _____

Superintendent's Signature _____

Date _____