

**Gloucester Public Schools  
New Hire Information**

**Name:** \_\_\_\_\_ **Personal Email:** \_\_\_\_\_  
Last First Middle Initial

**Street:** \_\_\_\_\_  
Number Street City State Zip Code

**Mail Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Marital Status:**  Single  Married  Divorced  Widowed **Gender:**  Male  Female

**Ethnic Code:**  White  Asian  Hispanic or Latino  Black or African American

**Case of Emergency Notify:** \_\_\_\_\_  
Name  
\_\_\_\_\_  
Relationship  
\_\_\_\_\_  
Phone number

**Position:** \_\_\_\_\_ **Effective Date of Hire:** \_\_\_\_\_

**School Assigned:** \_\_\_\_\_ **Grade(s) Assigned:** \_\_\_\_\_

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*Please fill out this section if you have a Teaching Certification*

**Are you certified:**  Yes  No **If yes, have you provided HR with a copy?**  Yes  No

**If not, have you applied through DESE?**  Yes  No **Date applied:** \_\_\_\_\_

**Do you need a Waiver?**  Yes  No **Month/Day/Year** \_\_\_\_\_

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*For Office Use Only*

**Job Title:** \_\_\_\_\_ **Location Assigned:** \_\_\_\_\_

**Position (if applicable)** \_\_\_\_\_ **Standard hours of work per week:** \_\_\_\_\_

**Hourly/Annual Rate:** \$ \_\_\_\_\_ **Track:** \_\_\_\_\_ **Step:** \_\_\_\_\_

**Pays:**  21  26  Lump **Effective Date:** \_\_\_\_\_ **Function:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Funding:**  Budget  Revolving  Grant **Budget Code:** \_\_\_\_\_