



REQUEST TO PROCESS ASSETS

Date: _____

To: **PERSONNEL COMMISSION**
Calexico Unified School District, Attn: Margie Espinoza

From: _____ Site: _____

I am requesting that the following applicant complete the proper paperwork for employment:

Last Name: _____ First Name: _____

SS #: XXX-XX- _____ New Hire Re-hire

Phone #: _____ E-mail: _____

ASSETS Assignment _____ Schedule _____

1. For Recreational Assignments *Only*

Certifications:

a. First Aid (Renewal Date) _____ Attached Certificates

b. CPR (Renewal Date) _____ Attached Certificates

2. For Academic Assignment *Only*

NCLB Compliance: AA/BA _____ 48 Units _____ NCLB Exam _____

Attached Justification

Requested By:

Date Signature

Office Use only:

- _____ Logged in RTP DB
- _____ Checked for previous employment, e.g. ICOE/SACS
- _____ Confirmed DOJ/FBI clearance - _____ (date)
- _____ If no clearance – logged in Fingerprinting DB
- Date/time candidate contacted: _____
- _____
- _____ Date Fingerprinting appointment requested
- _____ Complete Live Scan appointment sheet

- _____ Checked for TB test expiration/results
- _____ Keenan Safe Schools Completed
- _____ Pulled file
- _____ New-hire paperwork issued
- _____ Date ATW issued to employee
- _____ Emailed Supervisor ATW issued
- _____ Board Approved Date