



REQUEST TO PROCESS

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 #: _____ Cell Phone: _____

E-mail: _____

Position: _____

Fingerprinting Appointment Preference (circle as many as possible)

Day(s): Mon – Tues – Wed – Thurs – Fri –

Times available are: 8:00 a.m. – 4:30 p.m. Preferred time(s): _____

Requested By: _____

Date

Signature

Office Use only:

- | | |
|---|--|
| _____ Logged in RTP DB | _____ Complete Livescan appointment sheet |
| _____ Checked for previous employment, e.g. ICOE/SACS | _____ Checked for TB test expiration/results |
| _____ Confirmed DOJ/FBI clearance - _____ (date) | _____ Keenan Safe Schools Completed |
| _____ If no clearance – logged in Fingerprinting DB | _____ Pulled file |
| Date/time candidate contacted: _____ | _____ New-hire paperwork issued |
| _____ | _____ Date ATW issued to employee |
| _____ | _____ Emailed Supervisor ATW issued |
| _____ Date Fingerprinting appointment requested | _____ Board Approved Date |