

*Human Resources – Certified/Classified Temporary Employment Offer Form*

CO HR use only: ____ - HR/Back. Ck./IC ____ - Payroll
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Norfolk Public Schools - Norfolk, Nebraska

**Temporary Employee Information:** Background Ck.: \_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Maiden: \_\_\_\_\_ MI: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Sex: M-\_\_ F-\_\_ Birthdate: \_\_\_\_\_  
Driver's License Number (if driving a school vehicle): \_\_\_\_\_

**Normal Position** (if regular district employee):

Position: \_\_\_\_\_ Building(s): \_\_\_\_\_  
Last date in regular position: \_\_\_\_\_ Former Pay Code: \_\_\_\_\_

**Temporary Employment Information:**

Temporary position preferred start date: \_\_\_\_\_ Anticipated date of termination: \_\_\_\_\_  
Temporary Position(s): \_\_\_\_\_ Building(s): \_\_\_\_\_  
Normal working hours: \_\_\_\_\_ Lunch (if any): \_\_\_\_\_ minutes  
Salary: \$\_\_\_\_\_ Temporary Pay Code: \_\_\_\_\_  
Funding (District, Grant, Challenge, etc.): \_\_\_\_\_

Comments:

Temporary employment offered by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please e-mail this form to Human Resources at C.O. and keep a copy for your records.**