

Clayton County Board of Education Employment Form

All employees must complete this form upon hire. Information below is used for payroll and benefits information only and will not be used in consideration for employment or promotion purposes. Clayton County Schools is an Equal Opportunity Employer (Please print)

Name: _____
Last
First
Middle /Maiden

Address: _____
Street
Apt. #
City
State
Zip Code

Telephone Number: (____) ____ - _____ Date of Birth: ____ / ____ / ____

School/Department: _____ Position: _____

Social Security #: _____ Gender: Male Female

Race (check all that apply):

- 1. Are you of Hispanic/Latino ethnicity? Yes No
- 2. American Indian/Alaskan Native Asian Black/African American
- Native Hawaiian/Other Pacific Islander White

I confirm that the information listed above is true and correct. I understand that any changes to this information must be reported to my school/location bookkeeper as soon as possible and failure to do so could result in delays in reporting information to benefits providers and the misrouting of important documents.

Signature: _____ Date: _____

Teachers and Administrators only:

Total Number of years to be verified _____

List related experience from each school system in order of most recent first:

Years (To/From)	School/Other Employer	Years (To/From)	School/Other Employer

Please note: In order to receive credit for previous experience, all employees eligible for experience credit (certified and professional classifications) must submit a "Verification of Experience" form (available online or from location bookkeepers) to each individual school system to be completed and returned to the Payroll Office. Failure to do so will place employees on the beginning pay step for the position until documents have been received. It is the responsibility of employees to ensure verification documents are submitted and returned to Clayton County Public Schools in a timely manner.