

**CLASSIFIED**  
**CONDITIONAL INTENT TO EMPLOY**

NAME:	
ADDRESS:	
CITY/STATE/ZIP:	DATE OF BIRTH:
SOCIAL SECURITY:	PHONE :
PROPOSED POSITION:	BUILDING:
MARITAL STATUS: 1 – Single _____ 2 – Married _____ 3 – Unstated _____	RACE: A – Asian/Pacific Islander _____ W – White, Non-Hispanic _____ B – Black, Non-Hispanic _____ N – Not Specified _____ H – Hispanic _____ M – Multiracial _____ P – Native Hawaiian or Other Pacific Islander _____ I – American Indian/Alaskan Native _____

**POSITION ON WAGE SCHEDULE**  
**(Per the OAPSE Negotiated Agreement)**

CLASSIFICATION: (See Back)		PAY GRADE: (See Back)	
STEP: (Office Use Only)	HOURS PER DAY:	DAYS PER WEEK:	HOURLY RATE: \$ _____ (Office Use Only)
INCREASE OR DECREASE IN HOURS or BUILDING TRANSFER? Yes or No If Yes, from _____ to _____		ANTICIPATED DATE OF BOARD ACTION:	
EFFECTIVE DATE OF EMPLOYMENT:		Effective dates should be at least 24 hours for current employees; 48 hours for new employees to allow time for processing paperwork and set-up in Red Rover, Please make note that new classified employees need to schedule an appointment with Business Dept. to receive name badge before starting.	
SCHEDULE: START TIME: _____ LUNCH START: _____ LUNCH END: _____ END TIME: _____			
SIGNED: _____ Principal/Supervisor		ACCEPTANCE: _____ Employee	

**Employment is contingent upon:** acceptance and formal action by the Nordonnia Board of Education and upon receipt of a criminal record check from the BCI and FBI.

Board Policy explicitly requires pre-employment drug testing for marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), and alcohol. The District will not employ anyone who has a positive result from a drug test or who refuses to take the drug test.

Employee's initials indicates receipt of Job description received if applicable. \_\_\_\_\_

**RETURN TO THE PERSONNEL OFFICE**

**AppliTrack Job No. \_\_\_\_\_**

**CLASSIFICATION I – FOOD SERVICE EMPLOYEES**

Pay Grade I – Food Service Helper

Pay Grade II – (Asst. Mgr.) Elementary, Middle, Sr. High

Pay Grade III Manager – Elementary

Pay Grade IV Manager – Middle, High School

**CLASSIFICATION SERIES II – CLERICAL**

Pay Grade I – Board of Education Registrar

Pay Grade II – Administrative Assistants

Pay Grade III – Clerks

**CLASSIFICATION SERIES III – SPECIAL NEEDS INTERVENTION**

Pay Grade I – Building Interventionist

**CLASSIFICATION SERIES IV – EDUCATIONAL ASSISTANCE**

Pay Grade I – Student Supervisor 2 hours or less

Pay Grade II – Paraprofessionals more than 2 hours

Pay Grade III – Media Resource

**CLASSIFICATION SERIES V – OPERATIONS**

Pay Grade I – Part-Time Cleaner

Pay Grade II – Full-Time Custodial Duty

Pay Grade III – Evening/Night Foreman

Pay Grade IV – Courier

Pay Grade V – Elementary Building Foreman

Pay Grade VI – Middle & High Building Foreman

Pay Grade VII – Maintenance

Pay Grade VIII – Assistant Maintenance Supervisor

**CLASSIFICATION SERIES VI – SAFETY & SECURITY**

Pay Grade I – Building/Grounds Monitor

**CLASSIFICATION SERIES VII –**

Pay Grade I – Accounts Payable/Payroll