

# HR New Hire Form – CSI Schools

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Gender:**  Female (01)  Male (02) **Date of Birth (MM/DD/YYYY):** \_\_\_/\_\_\_/\_\_\_\_ **Social Security Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Race (check all that apply - at least one):**  American Indian/Alaskan Native  Asian  Black/African American  White  Native Hawaiian/Other Pacific Islander

**Are you Hispanic/Latino?**  Yes (1)  No (0)

**Address/City/State/Zip:** \_\_\_\_\_

**School District of Residence:** \_\_\_\_\_ **Start of Employment:** \_\_\_/\_\_\_/\_\_\_\_

**Years of Pre/K-12 Teaching Experience:** \_\_\_\_\_ **Years of Pre/K-12 Education Experience** (teaching experience + other education experience): \_\_\_\_\_

**Years Principal at Any School:** \_\_\_\_\_

**Highest Level of Education Completed (select one):**

- |   |   |
|---|---|
| <input type="checkbox"/> N/A (00)   | <input type="checkbox"/> Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.) (16)  |
| <input type="checkbox"/> No High School Diploma (09)  | <input type="checkbox"/> First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination) (17) |
| <input type="checkbox"/> High School Graduate – high school diploma or equivalent (10)                                      | <input type="checkbox"/> Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.) (18)   |
| <input type="checkbox"/> Post Graduate – Grade 13 (11)  | <input type="checkbox"/> Specialist's degree (e.g., Ed.S) (19)  |
| <input type="checkbox"/> Formal award, certificate or diploma (less than one year) (12)                                     | <input type="checkbox"/> Doctoral (Doctors) degree (e.g., Ph.D., Ed.D) (20)   |
| <input type="checkbox"/> Formal award, certificate or diploma (more than or equal to one year) (13)                         |   |
| <input type="checkbox"/> Formal award, certificate or diploma (more than or equal to one year) (14)                         |   |
| <input type="checkbox"/> Associate's degree or two or more years (48 semester hours or more of college with no degree) (15) |   |

**Institution Where Highest Degree was Earned:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Subject Area of Degree(s):** Identify the degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate)— This is required for teachers teaching 7th grade or higher. Select up to three degrees.

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> 0000 N/A             | <input type="checkbox"/> 1400 Office Occupations                      | <input type="checkbox"/> 0500 English Language Arts                       | <input type="checkbox"/> 1900 Co-curricular Activities- Non-athletic |
| <input type="checkbox"/> 1100 Mathematics     | <input type="checkbox"/> 0400 Distributive/Marketing Education        | <input type="checkbox"/> 1700 Special Education                           | <input type="checkbox"/> 0800 Physical Curriculum                    |
| <input type="checkbox"/> 0100 Agriculture     | <input type="checkbox"/> 1500 Social Sciences                         | <input type="checkbox"/> 0600 Foreign Languages                           | <input type="checkbox"/> 2000 Other Degree                           |
| <input type="checkbox"/> 1200 Music           | <input type="checkbox"/> 0450 Elementary Education                    | <input type="checkbox"/> 1800 Co-curricular Activities I - Athletic/Sport | <input type="checkbox"/> 0900 Family and Consumer Education          |
| <input type="checkbox"/> 0200 Art             | <input type="checkbox"/> 1600 Technical Education/Computer Technology | <input type="checkbox"/> 0700 Health Occupations Education                | <input type="checkbox"/> 2100 No Degree                              |
| <input type="checkbox"/> 1300 Natural Science |   |   |  |
| <input type="checkbox"/> 0300 Business        |   |   |  |

1000 Industrial Arts/Technology  
Education

**Passed Paraprofessional Test?**

- No— Paraprofessional test was either taken and not passed or was not taken (0)  
 Yes— Paraprofessional test was taken and passed (1)

Schools may consider using this editable form or pieces of the editable form to ensure that data required for the Staff Profile file is collected during the new hire process. Notes:

1. Address is NOT required for the Staff Profile but is included above as schools typically require this information.
2. The following fields require additional coding by school staff:
  - a. **District of Residence** needs to be converted into the [four digit code](#) (schools may instead choose to include the main districts in the form as a check box option)
  - b. **Institution Where Highest Degree was Earned** needs to be converted into the [four digit code for institutions](#) in the state of Colorado. Zero fill (0000) for out of state institutions.
  - c. **State** needs to be converted to the two character state abbreviation. For in-state institutions, please zero fill (00).
3. Performance Evaluation Ratings from Prior Year are not included in this form though they would be required for schools that do NOT have the waiver for reporting teacher/principal performance ratings.