**HR New Hire Form – CSI Schools**

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

**Gender:** Female (01)  Male (02)  Nonbinary (03) **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):**

N/A (00)

No High School Diploma (09)

High School Graduate – high school diploma or equivalent (10)

Post Graduate – Grade 13 (11)

Formal award, certificate or diploma (less than one year) (12)

Formal award, certificate or diploma (more than or equal to one year) (13)

Formal award, certificate or diploma (more than or equal to one year) (14)

Associate's degree or two or more years (48 semester hours or more of college with no degree) (15)

Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.) (16)

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.Phar., 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)

Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.) (18)

Specialist's degree (e.g., Ed.S) (19)

Doctoral (Doctors) degree (e.g., Ph.D., Ed.D) (20)

**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.

0000 N/A

1100 Mathematics

0100 Agriculture

1200 Music

0200 Art

1300 Natural Science

0300 Business

1400 Office Occupations

0400 Distributive/Marketing Education

1500 Social Sciences

0450 Elementary Education

1600 Technical Education/Computer Technology

0500 English Language Arts

1700 Special Education

0600 Foreign Languages

1800 Co-curricular Activities I - Athletic/Sport

0700 Health Occupations Education

1900 Co-curricular Activities- Non-athletic

0800 Physical Curriculum

2000 Other Degree

0900 Family and Consumer Education

2100 No Degree

1000 Industrial Arts/Technology Education

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:
   1. **District of Residence** needs to be converted into the [four digit code](https://cedar2.cde.state.co.us/edulibdir/Organization%20Codes-en-us.xlsx) (schools may instead choose to include the main districts in the form as a check box option)
   2. **Institution Where Highest Degree was Earned** needs to be converted into the [four digit code for institutions](http://www.cde.state.co.us/datapipeline/higheredinstitution) in the state of Colorado. Zero fill (0000) for out of state institutions.
   3. **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.