**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) (*Both a valid Race and Ethnicity must be selected)*

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

**Staff District of Residence:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(not CSI, district person resides in)* **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)

Postgraduate – 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, master’s or doctorate) This is required for teachers teaching 7th grade or higher. Select up to three degrees.

0000 N/A

0100 Agriculture

0200 Art

0300 Business

0400 Distributive/Marketing Education

0450 Elementary Education

0500 English Language Arts

0600 Foreign Languages

0700 Health Occupations Ed.

0800 Physical Curriculum

0900 Family and Consumer Education

1000 Industrial Arts/Technology Education

1100 Mathematics

1200 Music

1300 Natural Science

1400 Office Occupations

1500 Social Sciences

1600 Technical Education/Computer Technology

1700 Special Education

1800 Co-curricular Activities I - Athletic/Sport

1900 Co-curricular Activities- Non-athletic

2000 Other Degree

2100 No Degree

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). This should always be the district they reside in and not 8001 for CSI (not a Geographic District)
   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 and ensure you use the proper two-digit State code.
   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 as they have been moved to the Staff Evaluation Collection. All schools currently have the appropriate waivers to zero-fill evaluation data anyways.