



**Classified New Hire
Prior Experience/Education Request**

Must be completed and submitted prior to hire by CMCSS Supervisor/Principal to Human Resources.

Name of Applicant _____

Position Applied for _____

Department _____

Relevant work experience or work skill beyond requirements for the position:

Education Level:

Once work experience and/or education level have been verified, at what step are you recommending new employee be placed? _____ (maximum of 9 steps)

If you are recommending steps related to job experience, ensure that the new employee has received CLS-F019. Additional steps will not be processed without this completed form.

CMCSS Supervisor/Principal's Signature

Date

CHRO/HR Designee

Date

___ Approved

___ Disapproved