

**Eugene School District 4J**  
**New Hire Salary Schedule Placement**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building/Department: \_\_\_\_\_

Position: \_\_\_\_\_

I understand it is my responsibility to ensure Human Resources receives all required documentation for evaluation and potential use toward my initial placement on the Professional Licensed Salary Plan.

I will request employment verifications from the following previous employers:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

I will request official transcripts from the following colleges and or universities:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

List other documents you will provide HR for consideration during salary placement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have previously been in a contracted licensed position with Eugene School District 4J, therefore, I believe the above referenced transcripts and employment verifications are already on file

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_