REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:		**Employee Category:**	Volunteer	**Employment Status:**	
				If PT, No. of Hrs/Day:	
Certified Position:	Volunteer 6th Grade boys Basketball	**Subject/Grade/ Activity/Sport:**	6th Grade Boys Basketball	**ESP Position:**	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Jason Arndt			**Hourly/Daily Rate of Pay:**	N/A
Location:	JH	**Certified Degree:**		**Additional Hours:**	
Salary Schedule Placement		**Step:**		**Annual Rate of Pay:**	N/A
Extra-curricular assignment:		**Placement:**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Incumbent Name:	N/A	**Desired Beginning Date:**			
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	**Date:**	11/12/26		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent :**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates