



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Part-time (PT)
Certified Position:	Choose an item.	Subject/Grade:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Sarah Seasock			Hourly/Daily Rate of Pay:	
Location:	Junior High School			Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Certified Degree:	Choose an item.	Annual Rate of Pay:	\$4,191.00
Extra-curricular assignment:	Head JH Cheer	Step:	8		Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:		Desired Beginning Date:	June 1, 2024		
Position Supervisor:	Blake Lucas				
Action Requested by:	Blake Lucas	Date:	May 20, 2024		

(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