

# OUTSOURCED CERTIFIED SUPPORT PERSONNEL INTAKE FORM

Middletown City School District  
 One Donham Plaza, 4<sup>th</sup> Floor  
 Middletown, Ohio 45042  
 (513) 217-2651  
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## OUTSOURCED CERTIFIED PERSONNEL INTAKE

➤ All Outsourced Employees need to report to HR for an Intake Meeting prior to reporting to their district assignment.

Employee Dates	
Intake Conference Date	
Board Date	
Start Date	

Employee Information			
Employee Name		Position	
Building		Employer	

<i>Document</i>	<i>Received</i>	<i>Need</i>	<i>Date</i>
<i>General Information Form</i>			
<i>Driver's License</i>			
<i>Social Security Card</i>			
<i>Fingerprints or verification from their employer</i>			
<i>Acceptable Use Policy</i>			
<i>Sexual Harassment/Staff-Student Policy</i>			
<i>Fraud Form</i>			
<i>Ohio Code of Ethics</i>			
<i>Emergency Contact and Medical Form</i>			

*Official Use Only:*

- |  |   |
|--|---|
| <input type="checkbox"/> Entered into a Database<br><input type="checkbox"/> Tech Dept. Notified | <input type="checkbox"/> General Employee Form Complete<br><input type="checkbox"/> Intake Complete |
|--|---|