

## ACCORD Corporation Employment Authorization Form

**NEW HIRE: Applicant Name:** \_\_\_\_\_ **Division/Program:** \_\_\_\_\_

- ☐ Applicant's cover letter, resume and signed application  
☐ Job Description (signed by supervisor only)  
☐ Interview Documentation (scores added, forms signed, relevant factors supporting hire decision)  
☐ Payroll status change form including wage offer, supervisor & director signature, employee name, address  
☐ 3 reference checks – phone references must be signed and dated  
☐ Head Start Only: Policy Council Approval Date \_\_\_\_\_ ☐ Criminal Background Check Authorization

### TRANSFER/PROMOTION/DEMOTION:

**Name:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

- ☐ Employee's letter of interest    ☐ Job Description (signed by supervisor only)  
☐ Interview Documentation -scores added, forms signed, relevant factors supporting hire decision included and verification (verbal or via review of personnel file) that transfer/promotion supported by documented performance  
☐ Payroll status change form including wage offer, supervisor & director signature  
☒ Policy Council Approval (if applicable)

### TEMPORARY JOB ASSIGNMENT: Name:

- ☐ Temporary Job Description (signed by employee and supervisor) Policy Council Approval Date: \_\_\_\_\_  
☐ Payroll status change form with start date & anticipated end date

### Job Category                      Hourly Range

Director I	\$24.47 to \$33.10
Director II	\$22.83 to \$29.36
Assistant Director	\$18.80 to \$26.36
Senior Manager	\$17.72 to \$23.84
Program Manager	\$14.50 to \$20.07
Family Development	\$12.19 to \$17.58
Support Staff	\$10.40 to \$15.75

#### Proposed Salary/Wage Offer :

#### Program codes to be charged:

Timesheet: \_\_\_\_\_

Orientation Training: \_\_\_\_\_

Physical/TB: \_\_\_\_\_

SCR: \_\_\_\_\_

Computer Name: \_\_\_\_\_ Phone Ext. Yes\_\_ No\_\_

wage - education	High School or GED	CDA/FDC	Associate Not relevant	Associates Relevant	Bachelors Not relevant	Bachelors Relevant	Masters Relevant
Family Development Worker	\$12.19	\$12.34	\$12.34	\$12.64	\$12.64	\$13.04	\$13.54
Support Staff	10.40	\$10.65	\$10.65	\$10.90	\$10.90	\$11.20	N/A

Human Resources Received \_\_\_\_\_ Approval Date (supervisor notified) \_\_\_\_\_

☐ approved upon receipt    ☐ Needs \_\_\_\_\_ supervisor notified \_\_\_\_\_

