



SUMMER HIRE CHECKLIST

Directions: Please submit this form and *all* required attachments as one file to Patric via Slack.

Section A (to be completed for ALL summer hires):

New Hire Info:

Name (as reported to DESE): _____ Position: _____

Site: _____ FTE: _____

Pay Rate (see chart below): _____

Desired/Tentative start date (to be finalized by HR) _____

Section B (to be completed for NEW summer hires):

Required Attachments:

1. Employee Application
2. Resume & Cover Letter
3. LABBB's *CORI Request Form + copy of ID*
4. LABBB's *Fingerprinting Directions*

Section C (to be completed for RETURNING summer hires):

Required Attachments:

1. LABBB's *CORI Request Form + copy of ID*

Mailing Address: _____

E-Mail Address: _____

Patric Barbieri, Executive Director

Date

Maria Walsh, HR Coordinator

Date