



**Human Resources Office**

**Application for Extra Duty Services Form**

NAME \_\_\_\_\_  
Last First Middle Extra Duty

I would like to be considered as an applicant for the above activity.

The school where extra duty will be performed \_\_\_\_\_

The school where I now teach is \_\_\_\_\_

The subject which I now teach is \_\_\_\_\_

I have had a criminal background investigation \_\_\_\_\_ Yes \_\_\_\_\_ No

I have completed the Employment Eligibility (1-9) Form \_\_\_\_\_ Yes \_\_\_\_\_ No

I have had a course in care and prevention of injuries \_\_\_\_\_ Yes \_\_\_\_\_ No

I have practical background in activity listed below \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list background: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Soc.Sec.No. \_\_\_\_\_

Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

(A W-4 Form must be submitted to the Personnel Department if not a regular employee.)

**To Be Completed in Central Office**

Principal of school sponsoring extra duty \_\_\_\_\_ Date \_\_\_\_\_

Principal of school where applicant teaches \_\_\_\_\_ Date \_\_\_\_\_

(If different from above)

Supervisor in area of extra duty \_\_\_\_\_ Date \_\_\_\_\_

Supervisor in area of teaching assignment \_\_\_\_\_ Date \_\_\_\_\_

(If different from above)

Appropriate Director \_\_\_\_\_ Date \_\_\_\_\_

Level \_\_\_\_\_ Schedule \_\_\_\_\_

Yrs.Exp. \_\_\_\_\_ Class \_\_\_\_\_ Step \_\_\_\_\_ \$ \_\_\_\_\_

Activity \_\_\_\_\_ Amount \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND APPROVED BY PROPER PERSONS AND SUBMITTED TO THE PERSONNEL DEPARTMENT FOR PROCESSING PRIOR TO BEGINNING OF SERVICE.

COPY TO: PERSONNEL (ORIGINAL) SCHOOL VOLUNTEER