



Office of Human Capital

Chicago Public Schools HC Employee Services ■ 320 North Elizabeth Street, First Floor ■ Chicago, Illinois 60607
Telephone (773) 553-1142 ■ Fax (773) 553-6665 ■ EmployeeServices@cps.k12.il.us

Miscellaneous Employee Referral Request Form

Date: _____
School Name: _____ Unit #: _____ Region: _____
Miscellaneous Job Title: _____ Miscellaneous Job Code: _____
Oracle Position #: _____ Pay Rate: _____
Contact Person: _____
Phone #: _____ Fax #: _____

New Hire Miscellaneous Information: (Please type or print)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____
Effective Date of Employment: _____ Employee ID: _____

STATUS: **Current Miscellaneous Employee** **New Miscellaneous Employee**
 Former Miscellaneous Employee – Rehire **Other**

(1) I understand that this form serves as a conditional offer of employment. By signing this form, I am accepting the conditional offer of employment and agree to cooperate with the Board in completing the necessary staffing procedures. I understand that I am NOT to report to work and have not been employed by the Chicago Board of Education until I have been approved by the Office of Human Capital and have received an "Employee Report for Service" form.

Employee/Candidate Signature: _____ Date: _____

I understand that this candidate is NOT to begin working until he/she receives an "Employee Report for Service" form from the Office of Human Capital. Administrators who allow candidates to work prior to receiving Human Capital approval may be subject to disciplinary action.

Principal/Administrator Signature: _____ Date: _____

Upon completion of the Miscellaneous Employee Referral Request Form, please fax or mail to the Office of Human Capital Employee Services. Human Capital will contact the selected candidate to schedule an appointment. Enrollment Sessions for large groups can also be pre-arranged with your Tier II Professional.

PLEASE NOTE: If you have any questions regarding this request, please call the HC Employee Services at 773-553-1142.