



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: _____

Section D (rate chart for CONSECUTIVE years worked):

	HIGH SCHOOL (9 TH GRADE – 1 ST YR OF COLLEGE)		COLLEGE STUDENTS (FOLLOWING 1 ST YEAR OF COLLEGE)	
	<i>Last Year</i>	<i>This Year</i>	<i>Last Year</i>	<i>This Year</i>
YEAR 1	\$0.00	\$12.00	\$0.00	\$14.00
YEAR 2	\$11.00	\$12.50	\$13.00	\$14.50
YEAR 3	\$11.50	\$13.00	\$13.50	\$15.00
YEAR 4	\$12.00	\$13.50	\$14.00	\$15.50

Note: If a student hasn't worked at LABBB consecutive summers, their hourly rate doesn't change for this summer. In addition, the rate for summer work isn't the same as what a student might earn working for the Recreation Program.

Patric Barbieri, Executive Director Date

Maria Walsh, HR Coordinator Date