



**NOTICE OF INTENT TO CONDITIONALLY EMPLOY
SUPPORT STAFF**

(For use with all offers of employment)

This is to notify the below-named prospective employee that it is the intent of Rochester Community Schools to conditionally employ (upon completion of the required fingerprinting and criminal history record process):

New Hire

Internal Transfer

NAME: _____

E-MAIL: _____

TODAY'S DATE: _____ NEW LOCATION/BUILDING: _____

NEW POSITION: _____ POSTING ID: _____

Principal/ Administrator's (Electronic Signature)

Prospective Employee Signature

NEW Employee Only – Instructions

Congratulations and welcome to Rochester Community Schools - You will receive an email from **TalentEd Records** informing you of an **Action Required – New Checklist Assigned**. This checklist will have all of the New Hire Paperwork that you will need to complete. Please follow the link at the bottom of the email to login and complete your checklist.

When you have finalized all online paperwork (including training videos) and have completed your fingerprinting requirement:

- **Contact the Human Resources Department to schedule an appointment.**
 - Bridget Milldebrandt bmilldebrandt@rochester.k12.mi.us or 248-726-3085
- **BRING THE FOLLOWING ITEMS:**
 - Signed Notice of Intent to Conditionally Employ (signed by Administrator)
 - Original document that establishes Identity (i.e. Driver's License, School Id, etc.)
 - Original document that establishes Employment Authorization (i.e. Social Security Card, Birth Certificate, etc.)
 - Copy of LiveScan Fingerprinting payment receipt

**** The new employee named above will remain an at-will, conditional employee until the criminal history report is received and reviewed by Rochester Community Schools. If the criminal history report is not the same as said employee's representation(s) on the Criminal Conviction History Form, the Notice of Intent to Conditionally Employ will be voided at the option of Rochester Community Schools. NEW EMPLOYEES CANNOT begin working until all paperwork is received, reviewed, and processed in the Human Resources Dept. A Notice of Employment will be issued upon verification of all documents.