

**NEW HOURLY EMPLOYEES**  
Please call Provo City School District Office  
to make an appointment  
801-374-4800

**New Employee Orientation:**  
**Monday, Wednesday, Friday**  
**2:00 or 3:30**

Provo City School District  
HR Office (Front Desk Area)  
280 W. 940 N.  
Provo, UT 84604

**New employees are required to bring 2 valid forms of identification:**

- **Original Social Security Card** (Provo City School District requires this as one of the forms of identification)
- **A document that establishes identity-** Current drivers license, activity card, etc. (See back for acceptable forms of ID) (Choose from A&C or B&C)
- **Personal voided check** or Direct Deposit Form printed from financial institution

**Fingerprinting Fee \$40.00**

**The Orientation Meeting will last approximately 45 minutes.**

NOTE: The paperwork cannot leave the HR Office.

Please plan on enough time to complete the paperwork when you arrive.

**\*Title I and Special Ed employees:**

- \* Special Ed/Title I employees must bring AT LEAST ONE of the following:
  - A Copy of college transcripts indicating at least 48 credit hours earned.
  - A copy of Praxis scores
  - A copy of associates degree or higher