

NEW HOURLY EMPLOYEE ORIENTATION

Please call Provo City School District Office
to make an appointment
(801-374-4800)

Orientation Dates & Times:
Monday, Wednesday, Friday
@ 1:00pm - 2:30 pm
Or
3:00pm - 4:30pm

Where Orientation is location & held:

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:
(See back for acceptable forms of ID) (Choose form A or B&C)**

- **Personal Voided Check** or Direct Deposit form printed from Financial institution

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

Fingerprinting Fee \$40.00

The Orientation Meeting will last approximately 1 1/2 hours

NOTE: The paperwork cannot leave the HR Office.
Please plan on enough time to complete the paperwork when you arrive.