



# TVUSD Hard-to-Fill Hiring Incentive Form

## Applicant Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Position: \_\_\_\_\_

Site: \_\_\_\_\_

Start Date: \_\_\_\_\_

Employee #: \_\_\_\_\_

## Hard-to-Fill Hiring Incentive Guidelines

New Classified Employees of Temecula Valley Unified School District who are hired in the classification of Bus Driver, Van/Automobile Driver, Instructional Assistant II – RSP/SDC, Instructional Assistant III – Special Education/Health, Autism Behavior Intervention Assistant, Child Care Aide, Crossing Guard, or Child Nutrition I positions may be eligible for a \$400.00 incentive if the following conditions are met:

- The applicant is a new employee to the District.
- The new employee satisfactorily completes the probationary period.
- The new employee submits the Hard-to-Fill Hiring Incentive form.
- The successful completion of the probationary period for this new employee is verified and approved by the District.
- Payment for the Hard-to-Fill Hiring Incentive will be paid within 60 days following the successful completion of the employee’s probationary period.
- This form shall be submitted no later than one (1) year from the new employee hire date.

**Please turn this form in to Human Resources Development.**

I have read and understand Temecula Valley Unified School Districts Hard-to-Fill Hiring Incentive Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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### HRD USE ONLY

HRD Approval: \_\_\_\_\_ Date: \_\_\_\_\_

SACS CODE: \_\_\_\_\_