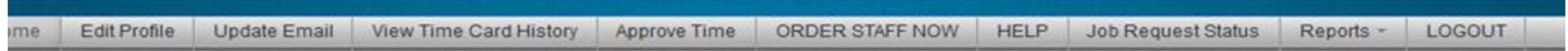


REQUIRED FIELDS: Location, Position, Start Date, End Date, Budget Code, Student ID*, Supervisor**, Hours of Operation, Perm Staff Replaced, Reason Replaced (See screen shot below)

***STUDENT ID:** Student ID# is REQUIRED for all 1:1 orders; we cannot fulfill a 1:1 order without with information.

****SUPERVISOR BOX:** Please put in the name of the person who placed the order. This way if more information is needed, or there was an issue, we know who to specifically speak to. *IF an order is called in to TES, and a TES recruiter places the order for the school, we will be signifying this by placing "(TES)" or our initials next to the supervisor that placed the order. This way we can tract who placed the order, and cut down on duplicate or error orders.***For District office assignments, please place the name of the supervisor that the TES employee will be reporting to.*



Employee Number: M000-119

Name:

Email:

Phone:

[Edit Information >>](#)

● Location: School Position: --Select--

● Start Date: End Date:

● Budget Code: --Select--

● Student ID:

● Supervisor:

Hours of Operation: 9:15-3:35 ●

Perm Staff Replaced: ●

Reason Replaced: --Select-- ●

Vanancy Number:

Chancery Certified

● Suggested Replaced:

● Notes:

OPTIONAL INFORMATION:

NOTES SECTION: Please add in this section any details about the position that would be important for the employee to know. Ex) ISS/ATS room, bilingual required, toileting required, teacher they are reporting to, school location, going on field trip-dress accordingly, locker room para, etc...*IF it is a 1:1 assignment, please put the student's name and any info you can provide here.*

SUGGESTED REPLACEMENT: If you have someone in mind, please place their name here. They will be the first person we contact for this order. **DO NOT CALL A TES EMPLOYEE FOR A JOB**, we will contact them for you. If they are confirmed about the order, please note that next to their name.

NOTE:

IF an employee is on an assignment that needs to be extended, please do not place a new order. Call TES at 698-1040, or e-mail rcsd@tesstaffing.com with the name(s) of the employee(s) and the job number (JIT#) that needs to be extended. This is for reporting purposes for Central Office, they need to see how long an employee has been working at the school continuously.