 21st CCLC, Hampton City Schools

One Franklin Street, Suite 555

Hampton, VA 23669

(757) 727-2015 Office

(757) 727-2002 Fax

Date

Name

Address

Address

Dear Name:

Congratulations on your new temporary/tutor position with HCS’ 21st Century Community Learning Centers Team.

Attached you will find a few new hire documents you will need to complete prior to the start of work. Please bring these items to the Human Resources Department, One Franklin St., Suite 314, Hampton, VA 23669.

1.  Hampton City Schools requires a 100% fingerprint/background check and Child Protective Services check for all employees.  This fee applies to all new hires and individuals previously employed by Hampton City Schools who have not been an active employee within the last six months.

2.  As part of the new hire process you will need to bring a money order to Human Resources with your other paperwork for the correct amount. Human Resources is not able to accept checks, cash or credit cards.  If you have resided only in Virginia for the last 5 years, the amount of the money order is $35.00.  If you have resided in any of the states listed below you must add that amount.  For example, if you lived in Washington until 3 years ago and moved to Virginia, then the amount would be $55.00 ($35 for Virginia plus $20 for Washington).

Arkansas - $10.00
California - $15.00
Colorado -    $28.00
Idaho -    $20.00
Maine -    $15.00

Pennsylvania - $8.00
Rhode Island - $10.00
South Carolina -    $8.00
Washington -    $20.00
Wyoming -    $10.00

Once again, congratulations and welcome to the team. We look forward to seeing the positive impact you will make in the lives of our children!

Signature