



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	Employee Category:	Volunteer	Employment Status:	Volunteer
				If PT, No. of Hrs/Day:	
Certified Position:		Subject/Grade/Activity/Sport:	JH Girls Softball	ESP Position:	Coach
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Jake Surratt			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	None	Desired Beginning Date:	August 2026		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:			

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates