Employment Recommendation Form

	SECTION 1	(to be completed by Hiring	Administrator)		
Candidate Name:		Address:			
Vacancy Posting #	! :				
Job Title:		Home Phone:	C	Cel:	
Supervisor Name :		Building:		Room:	
		Division:			
Budget Information					
	Code:	FTE: Code:		FTE:	
	Code:	FTE: Code:		FTE:	
	Please make sure the following it			oxes.	
Completed Application		•	gree (if applicable)		
	Resume (if applicable)	•	Copies of Transcripts (if applicable)		
Phone reference-Professional (2)			Copy of Certification (if applicable)		
	Phone reference-Personal(1)	Writing samp	bles (3) if applicable		
Approval Signature		Division Administrator		Date	
Step:Probationary Period	Base Salary: bd: From: To:		ea:		
	Previous person in posi				
Prior Tenure?	If Yes, where	FTE: 1.0 0.5	Other 12 MO	10MO	
	Years of Service				
Employee type: F	Γ PT Grant	Transfer in Position Reca	ıll ESY R	AS Other	
	Degree	Scho	ool		
TEACH ID					
		Certificat	ion Effective Date		
Certification Title:			ion Effective Date		
Certification Title:					
Certification Title: Approved: Execu	tive Director for Human Resources	Date			
Certification Title: Approved: Execu Approved: Distric		Date	e		
Certification Title: Approved: Execu Approved: Distric	tive Director for Human Resources	Date	e e		
Certification Title: Approved: Execu Approved: Distric	tive Director for Human Resources t Superintendent	Date	e Office of Human Reso		

KACE: Date: _____ Initials_____