RECOMMENDATION FOR EMPLOYMENT

(Please send completed form to the Personnel Department As Soon As Possible)

DATE:_____

NAME_____
Last First Middle

POSITION _____DEPARTMENT/BUILDING_____

STARTING DATE_____ LEVEL _____

CLASSIFICATION_____

HOURS PER DAY _____ LUNCH - PAID _____ UNPAID _____
FROM_____ TO_____

CERTIFICATION (If Applicable) Elementary _____Secondary _____

UNION POSITION - AFSC&ME ____ IOUE ____ NON-UNION- SCHEDULE B ___
TITLE I ___ ONE-ON-ONE___
AT RISK ___ OTHER _____

SIGNATURE _____
(Supervisor or Building Principal)

TITLE _____

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(Personnel Office Only)

RATE OF PAY
Probationary _____ Criminal Check Completed Yes ___ No ___
Regular _____
Approved by _____ Employee Packet Complete Yes ___ No ___

Hiring Practices
JFBleau/gb
12/5/07