

Recommendation for Hire

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY

LAST NAME: _____ FIRST NAME: _____
(Applicant)

DATE TO BEGIN: _____ SCHOOL YEAR: _____ APPLITRACK JOB #: _____

POSITION TITLE: _____ THIS A NEW POSITION?: ____Y ____N

NAME OF PERSON THEY ARE REPLACING: _____

SCHOOL (HOME): _____ TRAVELING POSITION?: ____Y ____N

OTHER SCHOOLS (IF TRAVELING): _____

SALARY/HOURLY RATE: \$_____ CLASSIFICATION: ____CERTIFIED ____NON-CERTIFIED

FULL-TIME: _____ PART-TIME: _____ HOURS PER DAY: _____

CLASS/SUBJECT AREA/COURSES TEACHING _____

GRANT FUNDED POSITION?: ____Y ____N FUNDING SOURCE: _____

TEACHER CERTIFIED FOR THE APPROPRIATE GRADE LEVEL: _____ YES _____ NO

PARAPROFESSIONAL ENDORSEMENT REGISTERED WITH ROE: _____ YES _____ NO

SUPERVISOR NAME: _____

WHO WILL APPROVE THIS PERSONS TIME OFF?: _____

Attach the following information:

1. Entire Application from Applitrack
2. 2 Telephone Reference Checks
3. Interview Notes

List applicant's for this position	

List all applicants interviewed	List those involved in the interviews	Date

NAME OF PERSON MAKING RECOMMENDATION (PRINT): _____

SIGNATURE: _____ DATE: _____

Building Responsibilities:

Regret/sorry letters sent to each person interviewed but not selected for second interview. Send letters after Board approval of candidate.

Revised April 2019