

**Exhibit**

**General Personnel - Conditional Job Offer Form**

**Part I - To be completed by Supervisor and submitted to HR with employment recommendation**

- 1. Applicant's Name: \_\_\_\_\_
- 2. Please check the classification for this position:  
 Administrator       Teacher       Food Service       Clerical  
 Paraprofessional       Custodial-Maintenance       Special Other
- 3. Title of the Position: \_\_\_\_\_
- 4. Name of the Building (Cost Center): \_\_\_\_\_
- 5. Effective date candidate began working in this position, **if prior to** Board Approval: \_\_\_\_\_
- 6. Daily Starting Time (Hours): \_\_\_\_:\_\_\_\_      Daily Ending Time (Hours): \_\_\_\_:\_\_\_\_

**Part II - To be completed by Human Resources and submitted to Payroll for processing**

- 1. Closing date of the posting for this position: \_\_\_\_\_
- 2. Substitute Rate of Pay (if applicable): \_\_\_\_\_ Contractual Rate of Pay: \_\_\_\_\_
- 3. Date of Board Approval: \_\_\_\_\_
- 4. Effective date of all benefits: \_\_\_\_\_
- 5. Effective starting date from Board Approval: \_\_\_\_\_
- 6. Date of the following items received in the Human Resources Office:  
\_\_\_\_ Completed Physical      \_\_\_\_ TB Test  
\_\_\_\_ Official Transcripts      \_\_\_\_ NCLB Approval  
\_\_\_\_ Verification of Certification      \_\_\_\_ Background Check  
\_\_\_\_ Proof of Prior Employment      \_\_\_\_ Other Required Documents
- 7. Interview Date in Human Resources: \_\_\_\_\_
- 8. Retroactive compensation date: \_\_\_\_\_

Notes:

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Developed:      October 2008  
Amended:      October 24, 2011

