



**Recommendation to Hire
(Instructional Personnel)**

TO: Director of Human Resources
FROM: Administrator _____
RE: **RECOMMENDATION TO HIRE**
DATE: _____

Name: _____ Title: _____
Grade Level: _____ Subject(s): _____
School: _____

To be completed by HR Office

Degree: ___BA ___MA ___ Other	Certificate Type: _____
Endorsements: _____	Expiration Date: _____
Major(s): _____	Minor(s): _____
Highly Qualified in Content Area:	___Yes ___ No
Major in Content Area:	___Yes ___No
Minor in Content Area:	___Yes ___ No
Highly Qualified to Teach the following subjects: _____	
Special Permit Required: ___Yes ___ N/A	Type: _____
Position Advertised: ___Yes ___N/A	Where: _____
Notes regarding Special Permit: _____ _____	
Relative(s) working in the District?	___ Yes ___No
If yes, relationship: _____	Name: _____
Pay Scale: BA + _____ Cr Hrs, Step _____	MA + ___Cr Hrs, Step _____

Director of Human Resources Signature

Date