



**EMPLOYMENT RECOMMENDATION FORM**



Name of Recommended Applicant: \_\_\_\_\_  
**(Print Name as it appears on the Social Security Card/No Nicknames Please)**

Work Location: \_\_\_\_\_

**Specific Position:** \_\_\_\_\_  
(Example: Special Education Teacher, 10<sup>th</sup> Grade English Teacher, Bus Driver, Janitor, etc)

**Is the Recommended Applicant replacing someone?** \_\_\_\_\_  
**If yes, who?** \_\_\_\_\_

**Recommended Start Date:** \_\_\_\_\_

Credentials and/or Endorsement(s) needed for the position? \_\_\_\_\_

Year(s) of Experience: \_\_\_\_\_

Does the applicant meet all the required qualifications for the position? \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Have you checked the potential employee's references? \_\_\_\_\_

Is there a current application on file for this employee? \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Recommended By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_

*Dr. Margie Pulley, Interim Superintendent*

**(After completion, please forward this request to Personnel.)**