



## BIRMINGHAM PUBLIC SCHOOLS HOURLY (COMM. ED/COMM. COUNCIL) RECOMMENDATION FOR HIRE FORM

Candidate Name: \_\_\_\_\_ Location/School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Current BPS Employee? \_\_\_\_\_ High School Student? \_\_\_\_\_

Position Recommended for: \_\_\_\_\_ Account Number: \_\_\_\_\_

Please choose type of position: \_\_\_\_\_ Start date in position: \_\_\_\_\_

Temporary Position?: \_\_\_\_\_ If yes, last date of work?: \_\_\_\_\_

Is Candidate **RETIRED** from *ANY* Michigan Public School? \_\_\_\_\_ If yes, indicate month/year: \_\_\_\_\_

Please indicate the *total daily hours* below for this position: Is the position full-time, part-time, sub?: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL*
_____	_____	_____	_____	_____	_____

Please enter the start/end time for each day below:

\_\_\_\_\_

\*This field will auto-calculate as daily hours are entered

Hourly rate of this position: \_\_\_\_\_

### Additional Questions - please complete for candidate to qualify for BA and MA pay:

Does the candidate hold a **current** Michigan Teaching Certificate (or License)?:

Certification/License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification(s): \_\_\_\_\_

Level of Degree: \_\_\_\_\_ Degree held: \_\_\_\_\_

College(s) Attended?: \_\_\_\_\_

Official transcript(s) sent from Universities to transcripts@birmingham.k12.mi.us?:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Please send *completed form and all necessary new hire items (recommendation for hire, driver's license, birth certificate, social security card, banking information, etc.)* to Human Resources, attn: Dawn Nofzinger.