



Instructional Support Appointment Recommendation

Submitted by: _____ Program: _____ Date: _____

Directions: Complete entire form and submit with required attachments (incomplete forms will be returned).

Type of Employment (check one)

Probationary Appointment "New" Seasonal Help

Provisional Appointment Temporary Assignment

Part-time (less than 1.0 FTE) Other _____

Name: _____

Address: _____

Effective Date of Appointment:

Start: _____

End: _____ (end date only for seasonal or temporary appointment)

Salary: _____ Step: _____

Position Title _____ **(use exact Civil Service title)**

New or Continuing Position (check one)

New

Continuing/Replacement – who previously held the position? _____

Why did he/she leave? _____

Has candidate been pre-approved by Civil Service? Yes No N/A

Location of Position:

Bldg: _____ Program: _____

Employee's Education/Employment Background: Provide a detailed summary of education, degree, previous work experience, or other information. Must include dates of education and previous work experience. Please attach an additional sheet if more space is required.

Approval: _____

Assistant Superintendent/Director *Date* *Supervisor of Human Resources* *Date*

District Superintendent *Date*

- Required Attachments: (check off all that are attached)**
- | | | |
|---|--|--|
| <input type="checkbox"/> Personnel Data Sheet | <input type="checkbox"/> Fingerprint appointment scheduled for _____ | <input type="checkbox"/> Reference Checks (completed by administrator) |
| <input type="checkbox"/> Statement for Conditional/Emergency Conditional Appointment Form | <input type="checkbox"/> Employment Application | <input type="checkbox"/> Copy of Request for Position |
| <input type="checkbox"/> Retirement Information for New Employees/Retirement Declination Form | <input type="checkbox"/> Copy of Certification/Transcripts (if applicable) | <input type="checkbox"/> Employment Search Summary Form |
| | <input type="checkbox"/> Civil Service Provisional Form (if applicable) | <input type="checkbox"/> I-9 Employment Eligibility Form |
| | <input type="checkbox"/> Civil Service Temporary Form (if applicable) | <input type="checkbox"/> W-4 Federal Withholding |
| | | <input type="checkbox"/> IT 2104 State Withholding |