

GREAT NECK PUBLIC SCHOOLS

Personnel Request/Appointment Form: B&G, Clerical, Food Services & Paraprofessional Staff

Instructions: Submit completed form to Business Office. If approved, form will also serve as appointment memo.

PERSONNEL REQUEST Requested by: _____ Signature: _____

Location: _____ Date: _____

Position: _____ ☐ Hourly ☐ Part-time ☐ Full-time ☐ Substitute ☐ Seasonal

Reason for position: ☐ Leave ☐ Resign ☐ Retire ☐ Terminate Incumbent: _____
☐ New Explain: _____

Duties/Requirements/Schedule (for posting purposes – use back if needed):

Schedule: M: _____ T: _____ W: _____ Th: _____ F: _____

FOR CENTRAL OFFICE USE ONLY:

☐ Approved ☐ Disapproved Business Office: _____ OoI/PPS (as needed): _____

Emergency Conditional Appointment Superintendent: _____

APPOINTMENT Please include the following: ☐ Interview Sheet(s) ☐ Reference Check(s)

Requested by: _____ Signature: _____

Employee: _____ Effective dates: _____ to _____

Position: _____ Location: _____ ☐ Same as above

Hourly Rate: \$ _____ Hours/Day: _____ Days/Year: _____ Days/Week: _____

Salary: FTE _____ Class _____ Step _____ Annual \$ _____

Budget Code(s): (1) _____	Funding: ☐ Federal/Grant ☐ General ☐ Other
(2) _____	Funding: ☐ Federal/Grant ☐ General ☐ Other
(3) _____	Funding: ☐ Federal/Grant ☐ General ☐ Other

=====

If applicable:

Certification Area(s): _____

Certification Type: ☐ Initial ☐ Intern ☐ Permanent ☐ Pending ☐ Professional ☐ Provisional
☐ Continuing TA ☐ Level I TA ☐ Level II TA ☐ Level III TA

Board Approval Date: _____ HR Director: _____