



**BRIGHTON AREA SCHOOLS
RECOMMENDATION TO HIRE (New Employees Only)**

Applicant Information

Position: _____	
Posting #: _____	Building/Location: _____
Name: _____	Email: _____
Address: _____	
City/State/Zip: _____	Phone: _____
Student under age 18?	YES NO

Position Information

Effective Date: _____	Pay Rate: _____					
Hours per Day: _____	Days per Week: _____	Hours per Week: _____				
Reason for Hire:	New Position <input type="checkbox"/>	Vacancy <input type="checkbox"/>	Chg. In Staffing Needs <input type="checkbox"/>			
Affiliation:	BEA <input type="checkbox"/>	BESPA <input type="checkbox"/>	Non-Affiliated <input type="checkbox"/>	EduStaff <input type="checkbox"/>		
For Special Ed Para Pros please indicate program:						
MICI <input type="checkbox"/>	EI <input type="checkbox"/>	HI <input type="checkbox"/>	RR <input type="checkbox"/>	MOCI <input type="checkbox"/>	LD <input type="checkbox"/>	LRE <input type="checkbox"/>
Account#: _____						

Administrator Signature _____
Date

Human Resource Approval _____
Date

Business Office Approval _____
Date