



RECOMMENDATION AND APPOINTMENT OF PERSONNEL

Instructions: Complete this form when recommending applicant for appointment. Submit to Human Resources with appropriate documentation. This appointment will be placed on the School Board Agenda at the next meeting.

Legal Name: *(as appears on social security card)* _____

Type of Appointment: *(check all that apply)*

- First time employment or re-hire of separated employee
- Transfer employee from position _____ Center/ _____
To position: _____ Center/ _____
- Time limited/Temporary *(less than 6 mos.)* New Position
- Other (OPS) Student 2nd Position with WCSB

Position Appointed to: _____

Employee being replaced: _____

Site of Position *(School/Department):* _____

Term of Service: School Year: _____ or Fiscal Year: _____

If less than a full year Begin Date: _____ End Date _____

If special assignment / part time Total Days: _____ Hours: _____

Appointing Administrator Signature

Date

TO BE COMPLETED BY FINANCE AND/OR HUMAN RESOURCES ONLY

Salary Item #: _____ **Step:** _____ **Fund/Project:** _____

Advanced Degree *(To be completed upon original employment)*

The above employee qualifies for the following salary stipend as evidenced by the attached official transcript with confer date.

Paraprofessionals:

Instructional:

- Highly Qualified Parapro – AA Degree Masters
- Highly Qualified Parapro – Passed Praxis Exam Specialist
- Doctorate

Appointment approved by the Wakulla County School Board.

Superintendent Signature

Date