

## NEW HIRE CERTIFIED TEACHER CHECKLIST

Name: \_\_\_\_\_ Position: \_\_\_\_\_

I would like to recommend the above candidate for hire as a certified teacher at my site. I have completed the checklist and will include this form with my Epar along with any additional documentation required below.

### Tier I Candidate

- ☐ Application is complete in regard to dates (minimum of seven years of work history/gap statement), jobs, supervisors' names and supervisors' contact information (email and telephone number). If not, we have had them complete the Employment Verification form (attached with Epar)
- ☐ The candidate has reviewed the salary schedule and understands the maximum hiring range
- ☐ The gaps of employment have been explained
- ☐ If this is a one year contract, I have discussed that they will be on a one year contract due to funding
- ☐ The candidate has not been involuntarily terminated or asked to resign or resigned in lieu of termination from employment of another school district
- ☐ The candidate is not under contract in another school district
- ☐ Application includes favorable letters of recommendation from supervisors (not colleagues)
- ☐ The reason for leaving the last employment reasonably makes sense
- ☐ The candidate is fully certified in Arizona and has a valid fingerprint clearance card or is eligible for one
- ☐ The candidate has stated that they are legal to work in the US
- ☐ The candidate has no criminal offenses noted on the application and confirmed verbally in the interview
- ☐ Supervisor has contacted the current (or most recent) supervisor to verify employment dates and quality of performance (Verification is attached to Epar)
- ☐ If candidate previously worked for CUSD, supervisor has been contacted former supervisor for reference check (Verification is attached to Epar)
- ☐ The candidate has been notified that they have been recommended to Human Resources

### Tier II Candidate

If you are unable to check off all boxes above, please contact Kathleen Jett to discuss potential challenges prior to verbally recommending candidate.

---

Signature

---

Date