JAMESTOWN PUBLIC SCHOOL DISTRICT #1

PERSONNEL HIRING FORM

NAME OF CANDIDATE RECOMMENDED FOR HIRE: _____

JOB POSITION: _____

IS THIS A **NEW** POSITION? (CHECK YES OR NO): YES ☐ NO ☐

IF **NO**, NAME THE PERSON THAT LEFT: _____

DATE EMPLOYEMENT IS TO BEGIN: _____

Complete the following for a *classified* position.

HOURLY STARTING WAGE: _____

OF HOURS PER DAY: _____

IS THIS A **PARA PRO** REQUIRED POSITION? (CHECK YES OR NO): YES_____ NO_____

IF **YES**, PLEASE WRITE IN **PARA PRO CERTIFICATE NUMBER**: _____

COMMENTS: _____

Complete the following for a *certified or professional* position.

LANE: _____ YRS EXP: _____ SALARY: _____

COMMENTS: _____

Complete the following for a *co-curricular* position.

LEVEL: _____ STEP: _____ SALARY: _____

COMMENTS: _____

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_____ _____

ADMINISTRATOR/SUPERVISOR SIGNATURE DATE

The administrator/supervisor making the recommendation certifies that references have been contacted.

_____ YES ☐ NO ☐ _____

BUSINESS MANAGER'S SIGNATURE FUNDING AVAILABLE DATE

_____ _____

DISTRICT ADMINISTRATOR'S SIGNATURE DATE

Revised August 2024