VACANCY / EMPLOYMENT RECOMMENDATION

V 4.01 - 01/2026

SECTION 1: VACANCY AND/OR POSTING (TO BE COMPLETED BY SUPERVISOR)

Name of Person Initiating Request: Date:

Does position need to be posted? If yes, where should applicants mail information?

What phone number should be listed on the posting? Ext.

Position: Person Replacing:

Home Building: Program/Service Area:

Supervisor: Credential Required:

Anticipated Contracted Schedule:

Hrs/Day: Days/Wk: Paid Days/Full School Yr: Prorated for Current Year:

Proposed Start Date: or ASAP Date Posted: (To be completed by Director)

SECTION 2: EMPLOYMENT RECOMMENDATION (TO BE COMPLETED BY SUPERVISOR)

Legal Name: RECOMMENDATION:

Address: Possesses Needed License:

If yes, ODE Credential Type:

Preferred Phone: Teaching Field/End/Bd.License:

Alternate Phone: If no, applicant:

Personal Email: Is applicant properly licensed?

Actual Start Date:

Approved **Work** Schedule:

Hrs/Day: Days/Wk: **Work** Days/Full School Yr:

Work Days (This Year):

For Certified Staff Only

Entry Year Status:

Mentor:

If RE, has Mentor completed RE training?

If no, has mentor signed up for training?

Paid Days/Full School Yr: Paid Days (This Year):

Employment Type:

Contract Type:

Supplemental Contract:

Salary Schedule: Pay by Time Sheet?

Degree: Has applicant ever retired under any public employment?

Salary Level: Has applicant ever had continuing contract?

Actual Years of Educational Exp: Has applicant ever subbed for our ESC?

Years of Military Exp: Has written consent for this position been received?

Comments

Supervisor Email Address: **Posting Only** **Supervisor Approved**

SECTION 3: ADMINISTRATIVE APPROVALS

Date of Board Meeting: Length of Contract:

Comments/Notes

Director Approved: **Director Approved**

Superintendent Approved: **Superintendent Approved**

Reset Form

For Office Use Only

[ ] days x [ ] hrs per day x [ ] per hr / day = [ ]

(gross salary)

[ ] pays

= [ ]

(gross per pay)

[ ] FTE

[ ] sick days per month

[ ] personal days this year

Payroll Notes:

[ ]

Payroll Complete