

RECOMMENDATION FOR HIRE**FOR ALL CONTRACTED POSITIONS, INCLUDING STIPENDS**

Please send this form to C.O with form #'s: 3, 4, 5, 9 & complete Applitrack Application

FROM: _____**DATE:** _____

I recommend that _____ be appointed to the position of _____
 _____ (school/department/district).

A total of _____ applications were received for this position (found on Form 3).

This applicant is being recommended for hire over the other candidate's because:

This is a New Appointment/Replacement for: _____

Funding Source: _____ Local or _____ Grant (if grant, provide grant name:)
 _____ Regular Education or _____ Special Education

On what date will this go into effect? _____ *(Note: takes 7-10 days to onboard a new employees)***Applicable to Certified Teaching Positions Only:**

1. Does the recommended candidate hold a current Connecticut Certification? ☐ YES ☐ NO
2. If yes, is the endorsement area appropriate for this certified position? ☐ YES ☐ NO

Effective July 1, 2001, Public Act 01-173 requires local and regional boards of education to "make a documented good faith effort to contact previous employers of the person in order to obtain information and recommendations which may be relevant to the person's fitness for employment."

Please be certain to contact at least two previous employers of all applicants (certified or classified) under final consideration for employment by the Killingly Board of Education. In addition to any specific questions that you may have regarding the skills and experience necessary for the vacancy.

By signing below, the administrator/supervisor verifies that at least 2 References have been made and the above is accurate._____
Administrator/ Supervisor**For Central Office Use Only**

Effective Date: _____

Certified Staff	Admin	O & M (Custodial)
Base Salary Step:	Position:	Step:
Level: BA MA 6 th Yr	10 mth / 12 mth	Track:
Yrs of Experience:	Paraeducators	Shift: 1 st / 2 nd
Total Salary:	Yrs of Experience (0-20):	
Doctorate: Yes / No	Transportation	Other (Secy/IT/etc.)
	Step:	Position:
	Position:	

Superintendent's Signature/Designee_____
Date