Oneida • Herkimer • Madison BOCES

Instructional/Administrative Appointment Recommendation

Submitted by: _____ Program: _____ Date: _____

Directions: Complete entire form and submit with required attachments (incomplete forms will be returned).

Type of Employment (check one)

- ☐ Probationary Appointment (f-t, on-going, tenure-track)
  Jarema credit ☐ Y ☐ N (term as a FT sub preceeding prob. appt.)
- ☐ Part-time (less than 1.0 FTE)
- ☐ Short-term Substitute (less than 3 consecutive months)
- ☐ Long-term Substitute (more than 3 consecutive months)
- ☐ Temporary Assignment
- ☐ Term Assignment (semester)

Name: _____
Last *First* *M.I.*

Address: _____

City: _____ State: _____ Zip: _____

Tenure Area: (For probationary appointments only - refer to policy manual section for number and description)

Tenure Area Number _____ Description (exactly as it appears in policy book) _____

Effective Date of Appointment: Start_____ End_____ (end date only for term, substitute, or temporary appointment)

Position Title _____

New or Continuing Position (check one)

☐ New

☐ Continuing/Replacement – who previously held the position? _____

Why did he/she leave? _____

Location of Position:

Bldg: _____ Program: _____

Employee's Education/Employment Background: Provide a detailed summary of education, degree, previous work experience, or other information. Must include dates of education and previous work experience. Please attach an additional sheet if more space is required.

Employee's Certification Information: _____

Approval:

_____ _____
Assistant Superintendent/Director *Date* *Supervisor of Human Resources* *Date*

_____
District Superintendent *Date*

Required Attachments: (check off all that are attached)

- ☐ Personnel Data Sheet
- ☐ Fingerprint appointment scheduled for _____
- ☐ W-4 Federal Withholding
- ☐ IT-2104 State Withholding
- ☐ Payroll Distribution Form/Direct Deposit Author.
- ☐ Salary Payment Selection Form (For BTA Members)
- ☐ Digital Information Systems Attestation Form
- ☐ Retirement Info. for New Employees/Retirement Declination Form (Application for new optional members and mandatory employees)
- ☐ Instructional/Admin Temporary Appointment Pending Board Action Form (If applicable)
- ☐ Form I-9, Employment Eligibility Form
- ☐ Oath of Allegiance
- ☐ Statement for Conditional/Emergency Conditional Appointment Form
- ☐ Temp. Sub Form (if applicable)
- ☐ Reference Checks (completed by administrator)
- ☐ BOCES Application
- ☐ Copy of Certification/Transcripts (if applicable)
- ☐ Copy of Request for Position
- ☐ Employment Search Summary Form