Oneida • Herkimer • Madison BOCES

Instructional Support 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
- ☐ Provisional Appointment
- ☐ Part-time (less than 1.0 FTE)
- ☐ "New" Seasonal Help
- ☐ Temporary Assignment
- ☐ Other _____

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

Address: _____

City: _____ State: _____ Zip: _____

Effective Date of Appointment:

Start: _____

End: _____ (end date only for seasonal or temporary appointment)

Salary: _____ Step: _____

Position Title _____ **(use exact Civil Service title)**

New or Continuing Position (check one)

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

Why did he/she leave? _____

Has candidate been pre-approved by Civil Service? _____ ☐ Yes ☐ No ☐ N/A

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.

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 Support Temporary Appointment Pending Board Action Form (If applicable)
- ☐ Form I-9, Employment Eligibility Form
- ☐ Civil Service Oath
- ☐ Statement for Conditional/Emergency Conditional Appointment Form
- ☐ Reference Checks (completed by administrator)
- ☐ BOCES Application
- ☐ Copy of Certification/Transcripts (if applicable)
- ☐ Copy of Request for Position
- ☐ Employment Search Summary Form
- ☐ Civil Service Vet's Form
- ☐ Civil Service Provisional Form (if applicable)
- ☐ Civil Service Temporary Form (if applicable)