NEW HIRE RECOMMENDATION FORM 2026-2027

Retiree ☐ Administrator ☐ Teacher ☐ Support ☐

The following person is recommended for employment with the Darlington County School District:

Name	
Position/Assignment	
School/Location	
Replacement of	

The above applicant has been notified of this recommendation and the approval process:

Yes ☐ No ☐

Verbal contact has been made with the following references:

Name/Supervisory Role	
Name/Relationship	

Current/Immediate Past Employer		
Principal/Supervisor Signature		**Date**
Chief Academic Officer Signature		**Date**

[WORKFLOW - FOR OFFICE USE ONLY]

1 - Anticipated Salary	**Scale/Step:**		**Salary:**	
2 - Contract Level			**Start Date:**	
3 - Accepted Upon Board Approval		Accepted	Declined	Date:
4 - HR Director Signature				
5 - Chief Human Resources Officer Approval		Approved	Denied	Date:
6 - Chief Human Resources Officer Signature				
7 - Superintendent Approval		Approved	Denied	Date:
8 - Superintendent Signature				

Revised September 2026

DARLINGTON COUNTY SCHOOL DISTRICT

APPLICANTS INTERVIEWED FOR POSITION FORM

Position	
Location	

Person Recommended:	
2nd Choice	
3rd Choice	

Persons Interviewed Listed Below:

Name	Address	Date Interviewed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Must be attached to all recommendation forms (new hires and transfers)

Signature of Principal/Supervisor	
Date	

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