Highlighted areas must be completed

Valley View Public Schools

Division of Human Resources

Recommendation for Employment or Transfer

☐ Certificated ☐ Classified ☐ Administration ☐ Employment ☐ Transfer

Name of Applicant: _____ SS#: _____

Job Title: _____ Subject(s): _____

Job ID # _____ Building/School Assigned: _____ School Year: _____

FTE (circle one) 1.0 0.5 (AM or PM) Other: _____ Present Position/location: _____

Reason for Vacancy:
☐ New Position ☐ Temporary Position ☐ Replacement ☐ Other
☐ Resignation ☐ Termination ☐ Retirement
☐ Transfer ☐ Leave of Absence ☐ Non Renewal

Who is being replaced: _____

Please check all attachments (* forms must be attached or will be returned as incomplete):

☐ Transcripts attached ☐ Verification of previous employment

☐ *Application summary sheet attached ☐ *Interview forms completed for each candidate

Comments:

Foodservice and Transportation Only

Current Hire Date: _____

Seniority Date: _____

Department: _____

_____ _____

Site Supervisor's Signature Date

Human Resources Office Only

FTE ____ Position: _____ Hourly Rate $ _____

Placement on salary schedule: step _____ column _____ Annual Salary $ _____

Years experience _____ Years granted _____ Effective date of employment: _____

Contract type: ☐ Regular ☐ Temporary ☐ Long-term Sub

_____ _____

Executive Director for Human Resources Date