

**USD 465
EMPLOYMENT RECOMMENDATION**

To be completed by the building principal, director, supervisor, and/or superintendent:

Name: _____

Position: _____ Building: _____ Replacing: _____

To be Placed on the Salary Schedule at (Column and Step **OR** Hourly Rate): _____

Supplemental Duties Offered (if applicable): _____

Education Background:

High School: _____

College or University: _____ Degree/Hours: _____

College or University: _____ Degree/Hours: _____

College or University: _____ Degree/Hours: _____

Work Experience:

Most Recent: _____ Position: _____

Next: _____ Position: _____

Next: _____ Position: _____

Type of Contract: ☐ Full Time ☐ Part Time ☐ Substitute ☐ One Year Only

Date Vacancy Posted: _____ Date Applications Closed: _____

No. of Applicants: _____ No. Interviewed: _____ Contract Begins: _____

References Contacted: Enter Appropriate Rating (E-excellent; G-good; F-fair; P-Poor)

Name: _____ Rating: _____

Position, Address & Phone No.: _____

Name: _____ Rating: _____

Position, Address & Phone No.: _____

Name: _____ Rating: _____

Position, Address & Phone No.: _____

Screening Committee Members: _____

Interview Committee Members: _____

Reference Checks Completed by: _____

Comments:

Completed by: _____ Date: _____

Classified Only: Hours/Week: _____ Length of Contract: _____

BOE Approval Date: _____

***** Below to be completed by USD 465 employee, if applicable *****

Background Check Date: _____ Drivers' License Check Date: _____

Personnel: _____ PowerSchool: _____ Safety Training: _____

Time Clock System: _____ E-Mail Groups: _____

