

# VACANCY / EMPLOYMENT RECOMMENDATION

## SECTION 1: VACANCY AND/OR POSTING (TO BE COMPLETED BY SUPERVISOR)

Name of Person Initiating Request:

Date:

Does position need to be posted?

If yes, where should applicants mail information?

What phone number should be listed on the posting?

Ext.

Position:

Person Replacing:

Home Building:

Program/Service Area:

Supervisor:

Credential Required:

Anticipated Contracted Schedule:

Must Candidate be HQ?

Hrs/Day:

Days/Wk:

Paid Days/Full School Yr:

Prorated for Current Year:

Proposed Start Date:

or ASAP

Date Posted:

(To be completed by Director)

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## SECTION 2: EMPLOYMENT RECOMMENDATION (TO BE COMPLETED BY SUPERVISOR)

Legal Name:

RECOMMENDATION:

Address:

Possesses Needed License:

Preferred Phone:

If yes, ODE Credential Type:

Alternate Phone:

Teaching Field/End/Bd.License:

Personal Email:

If no, applicant:

Actual Start Date:

Is applicant properly licensed?

Approved Work Schedule:

Hrs/Day:

Days/Wk:

Work Days/Full School Yr:

Work Days (This Year):

Paid Days/Full School Yr:

Paid Days (This Year):

Employment Type:

Contract Type:

Non-Compete:

Supplemental Contract:

Salary Schedule:

Pay by Time Sheet?

Degree:

Has applicant ever retired under any public employment?

Salary Level:

Has applicant ever had continuing contract?

Actual Years of Educational Exp:

Has applicant ever subbed for our ESC?

Years of Military Exp:

Comments

For Certified Staff Only

Entry Year Status:

Mentor:

If RE, has Mentor completed RE training?

If no, has mentor signed up for training?

Supervisor Email Address:

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## SECTION 3: ADMINISTRATIVE APPROVALS

Date of Board Meeting:

Length of Contract:

Comments/Notes

Director Approved:

Superintendent Approved:

For Office Use Only

days

x

hrs per day

x

per hr / day

=

(gross salary)

pays

=

(gross per pay)

FTE

sick days per month

personal days this year

Payroll Notes: