



Date: _____

I recommend that _____ be employed as a _____
(Name of Applicant) (List Position & Grade Level)

at _____ effective _____
(School) (Date to Report to Work)

This is a recommendation for replacing _____.
OR _____ This is a new position.

Education:

High School _____ Graduated: Yes _____ No _____
GED Completed Yes _____ No _____ Date _____
College or University _____ Hours Completed _____
Graduated: Yes _____ No _____
Degree/Diploma _____
Vocational Training _____ No. Yrs. Completed _____
Graduated: Yes _____ No _____

Experience:

Last Position _____ Place _____ Date _____
Other Employment _____
Other Employment _____
Military Service _____

Certification/License:

Kind of Certificate/License _____
Expiration Date _____
State Where Certified/Licensed _____

Interview:

Personal interview conducted by the principal? Yes _____ No _____
Personal interview conducted by the Director/Supervisor? Yes _____ No _____
Number of applicants screened? _____
Number of interviews conducted for the position? _____

Comments:

Principal: _____
Supervisor/Director: _____
Superintendent: _____

I certify in making this recommendation that I have complied with existing federal, state, and local statutes, regulations, and policies relating to the employment of personnel including those which prohibit discrimination on the basis of race, color, national origin, age, religion, marital status, sex or disability. I also certify that all applications and requests for transfers on file for this position have been reviewed.

Signature _____
(Principal)

Names of Applicants Screened

(Use Copy of applicant list if all were screened.)

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

Name of Applicants Interviewed	Date Interviewed	References Checked		Comments
		Yes	No	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

_____ **APPLICANT LIST FOR POSITION IS ATTACHED.**
 _____ **RECOMMENDED APPLICANT'S COMPLETE JOB APPLICATION IS ATTACHED.**

Is this applicant related to a Colquitt County Board of Education member, the Superintendent or immediate supervisor? Yes_____ No_____

Related to: _____ How related? _____

Position of Relative: _____

Is this a new position? Yes_____ No_____ Replaces_____

For Central Office Use Only

Conditional employment contingent upon: _____

Special conditions: Yes_____ No_____ Board Agenda Date _____

Approved by Board of Education? Yes_____ No_____

 Signature of Assistant Superintendent of Human Resources