

Request for Employment/Transfer for Certified Employees

Title of Position _____

Location _____

Is this a new position? Yes No

If yes, has it been approved by the Board? Yes No

Is this a replacement position? Yes No

If yes, please state the name of the person who previously held the position. _____

Is this a transfer? Yes No

If yes, please state the name of the employee who is voluntarily transferring. _____

If this is an involuntary transfer, please state the reason(s) why.

Employee's Name _____

Effective Employment Date (no employee may begin without the Superintendent's signature on this form) _____

Will the employee be Full-Time Part-time (less than 0.7)

Number tenths _____

Rank _____

Number of years experience _____

Funding source (ex. Title I, SEEK, General Fund, etc.) _____

Area(s) of certification _____

Supplement/extended days _____

Note: Part-Time employees do not qualify for benefits.

Have three (3) background references been checked and were all of them positive? Yes No

If no, please explain.

Please list the names of references checked, including the applicant's most recent supervisor.

Has a criminal records check been received or in process from the Kentucky State Police? Yes No

If no, please explain. _____

Will be completed _____

Have the requirements of the consultation policy of the Site Based Council been met? Yes No

If no, please explain.

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MINORITY EDUCATOR RECRUITMENT INFORMATION

This portion of this form must be completed when filling any certified position for EEOC reporting requirements.

For the purposes of this report, ‘eligible applicant’ refers to applicants that have Full State Certification. This refers to those who provide evidence that they have Full State Certification or can provide assurances that they will receive Full State Certification by the time this position begins. This also includes applicants with a Statement of Eligibility (SOE) as well as those with written verification from the enrolling university of their acceptance into the alternative certification program.

OR IF: No certified and highly qualified candidate is available for this position; then consideration can be given to applicants that are Not Full State Certified. These applicants would qualify for emergency, conditional, temporary, or adjunct certification Careful documentation should be made in these rare circumstances.

Key:

AI/AN = American Indian/Alaskan Native

A = Asian

B/AA = Black/African American

H/L = Hispanic/Latino

NH/OPI = Native Hawaiian/Other Pacific Islander

W = White

O = Other

ENS = Ethnicity Not Specified

Question	AI/AN	A	B/AA	H/L	NH/OPI	W	O	ENS
1) How many eligible applicants received an official interview?								
a) Of these eligible applicants, how many also hold out-of-state credentials?								
b) Of these eligible applicants, who received <i>only one</i> interview, how many:								
were hired?								
were not hired?								
declined the position?								
c) Of these eligible applicants who received <i>multiple</i> interviews, how many:								
were hired?								
were not hired?								
declined the position?								
2) How many Not Full Certified applicants received official interview and:								
were hired?								
were not hired?								
declined the position?								

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How many total applications were received for _____
this vacancy?

The candidate has been informed that this recommendation for hire is pending the signature of the Superintendent and an approved background check. Furthermore, I hereby certify in making the 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, sex, genetic information, disability, association with the Boy Scouts, and other designated youth groups.

Principal/Director Signature	
	Signed:
Personnel Director Signature	
	Signed:

Direct this Request for Employment/Transfer _____
for Certified Employees to:

Supervisor Signature	
	Signed:
Superintendent Signature	
	Signed: