

**Request for Employment/Transfer for Classified 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☐ NoIf yes, please state the name of the person  
who previously held the position.

Is this a transfer?

☐ Yes☐ NoIf yes, please state the name of the  
employee who is voluntarily transferring.

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

Applicant'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 20 hrs. per week)

Number of contract days \_\_\_\_\_

Hours per day \_\_\_\_\_

Job class code \_\_\_\_\_

Funding source \_\_\_\_\_

Number of years job-related experience (maximum is 5 years) \_\_\_\_\_

Supplement/extended days \_\_\_\_\_

Education level  
or Degree☐ High School Diploma☐ GED☐ College hoursHave 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.

Have the requirements of the consultation policy of the Site Based Council been met?

☐ Yes☐ No

If no, please explain.

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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: