

DRAFT (05/19/15) (7/13/15)

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PERSONNEL

03.11 AP.25

- CERTIFIED PERSONNEL -

**Recommendation for Certified Employment**

<u>CANDIDATE NAME</u>		<u>GENDER</u>		<u>RACE</u>	
<u>POSITION TO BE FILLED</u>		<u>NEW TEACHER INTERN</u>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<u>PERSON REPLACING</u>		<u>NEW POSITION</u>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<u>RANK</u>		<u>TOTAL YEARS' EXPERIENCE</u>		<u>REFERENCES CHECKED</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<u>THIS PERSON TO BE</u>	<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<u>RECOMMENDED START DATE</u>		

**ETHNICITIES**

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

For the purpose 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 received Full State Certification by the time this positions begins. This also includes applicants with a Statement of Eligibility 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.

<u>Minority Educator Recruitment and Retention Hiring Information</u>									
<u>Question</u>	<u>AI</u>	<u>AP</u>	<u>B/AA</u>	<u>H/L</u>	<u>NA/OI</u>	<u>W</u>	<u>O</u>	<u>ENS</u>	<u>TOTAL</u>
<u>1. How many eligible applicants received an official interview?</u>									
<u>a. Of these eligible applicants, how many also hold out of state credentials?</u>									
<u>b. Of these eligible applicants who received only one interview?</u>									
<u>Were hired?</u>									
<u>Were not hired?</u>									
<u>Declined the position?</u>									
<u>c. Of these eligible applicants who received multiple interviews?</u>									
<u>2. How many Not Full State Certified applicants received an official interview? And:</u>									
<u>Were hired?</u>									
<u>Were not hired?</u>									
<u>Declined the position?</u>									

**YEARLY COMPENSATION BY SUPERINTENDENT**

Base: Rank	Step	\$
Extra Days		\$
Extra Duty:		\$
Extra Duty:		\$
Extra Duty:		\$
TOTAL		\$

Administrator's Signature: \_\_\_\_\_ DATE \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ DATE \_\_\_\_\_

**The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs or activities.**

PERSONNEL \_\_\_\_\_ 03.11 AP.25

~~CERTIFIED PERSONNEL~~

**Recommendation for Employment**

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To: \_\_\_\_\_ Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE: ☐ FULL-TIME ☐ PART-TIME ☐ FLEX ☐ TEMPORARY

IS THIS AN ITINERANT POSITION ☐ YES ☐ NO

IS THIS APPLICANT CURRENTLY EMPLOYED BY THE DISTRICT? ☐ YES ☐ NO

ADDITIONAL INFORMATION: \_\_\_\_\_

*All employment recommendations must be submitted on this form. Please return to the Superintendent/designee at the Central Office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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