**Recommendation for RSP Certified Employment**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CANDIDATE NAME** | |  | | | **GENDER** |  | **RACE** |  |
| POSITION TO BE FILLED | |  | | | NEW TEACHER INTERN | |  **YES** |  **NO** |
| PERSON REPLACING | |  | | | NEW POSITION | |  **YES** |  **NO** |
| RANK |  | TOTAL YEARS’ EXPERIENCE | |  | REFERENCES CHECKED | |  **YES** |  **NO** |
| THIS PERSON TO BE | |  FULL-TIME |  PART-TIME | RECOMMENDED START DATE | |  | | |
| SOCIAL SECURITY # | |  | DOB | HOURS PER DAY | | DAYS PER YEAR | | |

03.11 AP.25 (CONTINUED)

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|  |
| Previous State Employee:  Yes  No  Participated in KY Teacher’s Retirement |  Yes |  No |
| Participated in KY Retirement System |  Yes |  No |
| Current Retiree |  Yes |  No |
| Transfer from another District or Agency |  Yes |  No If Yes, which one: |

**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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Minority Educator Recruitment and Retention Hiring Information** | | | | | | | | | |
| **Question** | **AI** | **AP** | **B/AA** | **H/L** | **NA/OI** | **W** | **O** | **ENS** | **TOTAL** |
| **1. How many total applications were received for this vacancy?** |  |  |  |  |  |  |  |  |  |
| **2. 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 only one interview?** |  |  |  |  |  |  |  |  |  |
| **\*Were hired?** |  |  |  |  |  |  |  |  |  |
| **\*Were not hired?** |  |  |  |  |  |  |  |  |  |
| **\*Declined the position?** |  |  |  |  |  |  |  |  |  |
| **c. Of these eligible applicants, who received multiple interviews?** |  |  |  |  |  |  |  |  |  |
| **3. How many Not Full State Certified applicants received an official interview? And:** |  |  |  |  |  |  |  |  |  |
| **\*Were hired?** |  |  |  |  |  |  |  |  |  |
| **\*Were not hired?** |  |  |  |  |  |  |  |  |  |
| **\*Declined the position?** |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **YEARLY COMPENSATION BY SUPERINTENDENT** |  | |
| Certification Type: |
| Base Rank: Step |  | $ |
| Extra Days: |  | $ |
| Extra Duty: |  | $ |
| Extra Duty: |  | $ |
|  | **TOTAL** | $ |

# Program Director Date

HR Coordinator Date

Executive Director Date

**NKCES does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth or related medical conditions, or disability in employment, educational programs or activities.**