

AMITE COUNTY SCHOOL DISTRICT
RECOMMENDATION FOR EMPLOYMENT
(DUE TO THE SUPERINTENDENT'S OFFICE AT LEAST ONE WEEK PRIOR TO BOARD MEETING)

EMPLOYEE NAME: _____

POSITION: _____

LOCATION: _____

DATE EMPLOYMENT BEGINS: _____

CHECK ONE: () REPLACEMENT FOR ANOTHER EMPLOYEE
Provide Name and Position of Employee being replaced

() NEW POSITION
Provide Justification Below

CHECK ONE: () CERTIFIED () CLASSIFIED

HOURS APPROVED - () PART-TIME (LESS THAN 20 HRS PER WEEK –NO BENEFITS)

() FULL TIME (20 HOURS OR MORE----ALL BENEFITS)

CERTIFICATION INFORMATION:

CLASS: _____ YEARS EXP: _____ ENDORSEMENTS: _____

HOURLY: _____ PER HOUR DAILY: _____ PER DAY

SALARY: _____ PER YEAR TRIP: _____ PER TRIP

(*For New Hires: Pending Years of Experience Verification)

All paperwork required by the school district must be turned into the Superintendent's office before the Applicant is recommended for hire. This includes application, teacher certificate, transcripts, etc. This is the responsibility of the person recommending employment.

By signing below, I certify that all required paperwork is in the Superintendent's office.

PRINCIPAL OR SUPERVISOR SIGNATURE

DATE

CENTRAL OFFICE USE ONLY:

FUND TO BE PAID FROM: _____ GENERAL LEDGER CODE: _____

I am verifying the correct accounting code for general ledger/payroll purposes.

BUSINESS MANAGER

DATE

SUPERINTENDENT

DATE

DATE BOARD APPROVED: _____