

LIMESTONE DISTRICT SCHOOL BOARD

RECOMMENDATION FOR APPOINTMENT/TRANSFER PERMANENT AND EXTENDED OCCASIONAL SECONDARY SCHOOL TEACHING STAFF

Vacancy Information			
Posting Memo Number:	School:		
Subject/Position Title:	# of classes:		
<input type="checkbox"/> Semester I	<input type="checkbox"/> Semester II	<input type="checkbox"/> Both Semesters	
Type of Appointment			
<input type="checkbox"/> Contract	<input type="checkbox"/> Interim Appointment	<input type="checkbox"/> Extended Occasional	
Dates of Assignment:			
If Interim or Ext. Occ. please indicate teacher being replaced:			
Applicant Information			
<i>Internal Contract Candidates</i>			
Number of Applications Received	Qualified	Unqualified	
<i>Internal Secondary Occasional</i>			
Number of Applications Received	Qualified	Unqualified	
<i>External Candidates</i>			
Number of Applications Received	Qualified	Unqualified	
Interview Information			
Interview Team Members			
Number of Candidates Interviewed			
<i>Internal Candidates</i>	Qualified:	Unqualified:	
<i>External Candidates</i>	Qualified:	Unqualified:	
Candidates Interviewed			
Name	Qualifications	Experience	
Hiring Information			
Name of Recommended Candidate:			
Effective Date:	End Date if LTO or Interim Appointment:		
Criteria for Selection			
Satisfactory Reference Checks Completed	Date:		
	By Whom:		
Authorization/Approval Process			
Signature of Principal	Signature of Area Superintendent	Signature of Superintendent of HR	
THIS FORM, WITH A COPY OF THE SUCCESSFUL CANDIDATE'S CERTIFICATE OF QUALIFICATIONS ATTACHED, MUST BE SUBMITTED TO HR WITHIN 24 HOURS OF THE POSITION BEING FILLED.			
DOCUMENTS TO BE SENT ALONG WITH RECOMMENDATION FORM			
New Teacher		Increase in Entitlement/PAR	
<input type="checkbox"/> Resume	<input type="checkbox"/> Reference Check Form	<input type="checkbox"/> Police Clearance	<input type="checkbox"/> College of Teachers Certificate of Qualifications
<input type="checkbox"/> College of Teachers Certificate of Qualification and Registration			
TO BE COMPLETED BY HUMAN RESOURCES			
Previous Entitlement	Vacancy Entitlement	Total Entitlement	Semester Breakdown