

CHECK ALL THAT APPLY:

Certified Full Time
 Classified Part Time

Cleveland School District Employee Recommendation Form

CHECK ALL THAT APPLY:

Administrative Limited Service
 Teacher Other

Step 1
Completed by Recommending Officer
*Attach resume, application, copy of license, and copy of transcript/forward to Central Office.

Position Requested _____ School/Division _____

Funding Source (Circle one): District SPED Title Other: _____

Recommending Officer's Signature _____ Date: _____

Approving Officer's Signature _____ Date: _____

APPLICANT'S INFORMATION

Name: Last _____ First _____ MI _____ Social Security Number _____

Address: _____ Street _____ Race: B W O

City _____ State _____ Zip _____ Sex: Male Female

Home Phone _____ Birthdate ____/____/____

New Position Replacing _____ Reason _____

(Note: A termination form OR Letter of Resignation from the person being replaced MUST be received before this recommendation can be processed.)

Recommended Beginning Date: _____

New Employee's Assignment Title, Subject Area, or Grade will be: _____

Certified Employee (Circle one): A AA AAA AAAA

Classified Employee (Circle one): 4-Year Undergraduate Degree: Yes No
College hours (48 hour min.): Yes No

Step 2
Completed by Finance Office

Position budgeted and within FTE limits. Position not budgeted. Position requested and approved.

Budget Fund: _____ Pay Location: _____ Step/Grade _____

Annual Salary \$ _____ Hourly Rate \$ _____

No. of Days _____ Percent Time _____ Effective Date of Employment: _____

Step 3
Finalized by District

Board Agenda Date: _____ Employee ID: _____

Entered in: MSIS _____ SAM _____ Google Drive _____ Email _____ Email Grouped _____ Printer _____

Email/Username: _____ Password: _____

Google Drive Username: _____ Password: _____