## GADSDEN COUNTY PUBLIC SCHOOLS EMPLOYMENT RECOMMENDATION FORM

## COMPLETE THIS FORM AND SUBMIT TO HUMAN RESOURCES FAX NUMBER: 850.875.8757 Please Note: Incomplete forms will be returned

**CHECKLIST** (Principal should complete before offering position)

\_\_\_\_ Telephone reference check completed \_\_\_\_\_ Unsuccessful candidate notified

List of those interviewed:	Phone number:

The following is my recommendation:

<b>Employee Name:</b>	mployee Name: SS#		#:		
Phone Number:					
Position: Grade:					
FUND	OBJECT	CENTER	PROJECT	PROGRAM	
Out of Field	Yes No	Employee: _	Accepted	Declined	
Employee start da	ate://_				
Employee is replacing:					
PERSONNEL USE ONLY         Personnel office called to schedule time for new employment paperwork and to establish a tentative start date         Employee offered position contingent upon final Board approval <ul> <li>(a) Employee is notified of date and time of paperwork</li> <li>(b) Employee advised that he/she cannot report to work until after the appointment in the personnel office and until the pre-emploment drug testing is completed</li> </ul>					
Slot		Job Description	n	fficial Start Date	