

# 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:**

**Employee Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM

**Out of Field** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**      **Employee:** \_\_\_\_\_ **Accepted** \_\_\_\_\_ **Declined**

**Employee start date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Employee is replacing:** \_\_\_\_\_

(Former Employee's Name)

\_\_\_\_\_  
Signature: Principal/Director/Supervisor

\_\_\_\_\_  
Date

**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

- (a) Employee notified of date and time of paperwork
- (b) Employee advised that he/she cannot report to work until after the appointment in the personnel office and until the pre-employment drug testing is completed