

Sunflower County Consolidated School District

"United For Excellence"

Employment Recommendation Form

Name of Recommended Applicant: _____
(Print name as it appears on the Social Security Card)

Work Location: _____

Specific Position: _____ **# of Days:** _____
(Ex. Special Education Teacher, 7th Grade Math Teacher, Bus Driver, Janitor, Cafeteria Manager, etc.)

Is the Recommended Applicant replacing someone? _____ If yes, who? _____

Recommended Start Date: _____

Credentials and/or Endorsement(s) needed for this position? _____

Year(s) of Experience: _____ Level of Certification: _____
(Attach Copy of Certification)

Does the applicant meet all the required qualifications for this position? _____

Have you checked potential employee's references? _____

Have you attached a current application for the applicant? _____

Interview Date: _____ Interviewed by: _____

Comments: _____

Recommended by: _____ Date: _____

Salary: _____ **Funding Source:** _____

Received by: _____ **Receipt Date:** _____
(Personnel Staff)

Superintendent's Signature: _____ **Date:** _____

Shaded areas are to be completed by Central Office Staff.