

- New Position
- Classified Position
- Certified Position

## Ocean Springs School District Personnel Recommendation

Name:

SS Number (Last 4-digits)  Telephone

Address

Street/PO Box City State Zip

To fill the position of:

Effective  The salary will commensurate with the appropriate district salary schedule for

This person replaced  at  Position Control Number

Place of Employment From (date) To (date) Number of Years

Place of Employment From (date) To (date) Number of Years

Place of Employment From (date) To (date) Number of Years

*This recommendation is approved pending:*

*Persons interviewed/reviewed for this position:*

Release from Existing Contract

Receipt of Valid Teacher License

Criminal Background and Child Abuse Registry

Receipt of Cashier Bonding Days on Recruitment  Applications received  Date Interview

References contacted for this applicant

### FOR PERSONNEL USE ONLY

**Classified**

**Exempt**  **Non Exempt**

Technical Level

Clerical Step

Inst. Asst

Man/Sup/Dir Years Exp.

**Supplements**

Athletic

Supplements

Certified

Classified

Paraprofessional

**Certified**

License

Yrs. Exp.

Emp. Days

\_\_\_\_\_  
**Principal/Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Financial Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Human Resources**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Date**