



Professional Staff New Hire Information for Board Review

NAME _____ DATE _____
Last *First*

POSITION _____ DEPARTMENT/BUILDING _____

GRADE _____ SUBJECT _____

START DATE _____

CERTIFICATION

Provisional - Elementary

Professional - Elementary

Provisional - Secondary

Professional - Secondary

EDUCATION

Degree: _____ College/University: _____

PRIOR WORK EXPERIENCE

School Name: _____ District: _____

Years Worked: _____ Grade/Subject Taught: _____

RATIONALE FOR RECOMMENDATION (STRENGTHS, WHY CANDIDATE WAS CHOSEN, ETC.):

INTERVIEW COMMITTEE (STAFF MEMBER AND POSITION)

REFERENCES CHECKED: Yes No

CERTIFICATIONS UP-TO-DATE: Yes No

CRIMINAL BACKGROUND CHECK COMPLETED: Yes No

ADMINISTRATOR SIGNATURE _____ TITLE _____

EXECUTIVE DIRECTOR OF HR SIGNATURE _____ DATE _____

SUPERINTENDENT SIGNATURE _____ DATE _____