

# SHARYLAND ISD STAFF RECOMMENDATION FORM

TO: SHARYLAND ISD HUMAN RESOURCES DEPT.

FROM: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

**RE: RECOMMENDATION OF EMPLOYMENT**

**Office Use Only**  
**TO BE FILLED OUT BY SUPERINTENDENT**  
 APPROVED  NOT APPROVED  
 SUPERINTENDENT'S INITIALS \_\_\_\_\_  
 Date \_\_\_\_\_  
 BOARD APPROVAL DATE: \_\_\_\_\_

I hereby recommend \_\_\_\_\_, SSN \_\_\_\_\_  
 for the position of \* \_\_\_\_\_, at the campus of \_\_\_\_\_ to  
 replace \*\*  New Position  Transfer or  Resignation (Name of Replacement) \_\_\_\_\_

**TO BE FILLED IN BY RECOMMENDING PRINCIPAL/DEPARTMENT HEAD**

	Yes	No
This applicant is fully certified for specific position hired .....	<input type="checkbox"/>	<input type="checkbox"/>
This applicant is eligible for a permit according to the Personnel Office.....	<input type="checkbox"/>	<input type="checkbox"/>
Is this applicant related to you in any way? (affinity or consanguinity) (DBE Local).....	<input type="checkbox"/>	<input type="checkbox"/>
The references for this applicant have been thoroughly checked.....	<input type="checkbox"/>	<input type="checkbox"/>

List names of references contacted:  
 \_\_\_\_\_  
 \_\_\_\_\_

(For experienced personnel, the previous administrator has been contacted; document his/her comments and attach to this form.)  
 This applicant was interviewed by the following committee members

Principal/Department Head : \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**TO BE FILLED IN BY PERSONNEL DEPARTMENT**

Checked Personnel File:  Clear  Concerns Initials \_\_\_\_\_  
 NCLB Highly Qualified Professional \_\_\_\_\_ Paraprofessional \_\_\_\_\_ hrs. Initials \_\_\_\_\_  
 Checked Transcript  Yes  No GPA \_\_\_\_\_ Initials \_\_\_\_\_  
 Master's Degree  Yes  No Area \_\_\_\_\_  
 The applicant has signed that he/she has no felony convictions  Yes  No Initials \_\_\_\_\_  
 Checked criminal history Clear \_\_\_\_\_ Concerns \_\_\_\_\_ Unacceptable \_\_\_\_\_ Initials \_\_\_\_\_

Asst. Superintendent for Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Specialist \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** You must state whom applicant is replacing. The staff recommendation form must be filled completely. Update 07/22/09 dMtz  
 A completed applicant's file is required to be considered for employment.