

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 304-AR-6. RECOMMENDATION FOR HIRE FORM

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Grade (if applicable): \_\_\_\_\_

Building: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Employment Status (FT, PT, LTS, SUB): \_\_\_\_\_

Reason for vacancy (New position; replacement for retired, resigned, LOA): \_\_\_\_\_

Number of applications reviewed: \_\_\_\_\_

Number of applicants interviewed: \_\_\_\_\_

Top Candidates (Finalist Status): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Persons who interviewed the candidates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommended candidate:** \_\_\_\_\_

Reasons for recommending this candidate over other applicants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Background information on recommended candidate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Certification/License (if applicable): \_\_\_\_\_

# \_\_\_\_\_

Education: Degree Received

High School \_\_\_\_\_

Technical/Trade School \_\_\_\_\_

College \_\_\_\_\_

Graduate Work \_\_\_\_\_

Related Work Experience (Teaching experience if applicable):

<u>Employer</u>	<u>Location</u>	<u>Position</u>	<u>No. Years</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credit to be given for experience: \_\_\_\_\_ Years

Recommended salary: \$ \_\_\_\_\_ Level and degree: \_\_\_\_\_

Teacher tenure: Yes \_\_\_\_\_ No \_\_\_\_\_