



# HAZLEHURST CITY SCHOOL DISTRICT PERSONNEL RECOMMENDATION FORM

Department/ School \_\_\_\_\_

Applicant/ Employee \_\_\_\_\_

Position/Title \_\_\_\_\_

Certified Employee      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Licensure# \_\_\_\_\_

New Employee      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Replacing \_\_\_\_\_

Check One:

_____ Recommended Hire	_____ Change of Position
_____ Termination	_____ Resignation*
_____ Retirement	_____ Leave of Absence

**Requested Start Date:** \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

**Personnel Department Only**

Annual Salary \_\_\_\_\_ Days to be Employed \_\_\_\_\_ Certified \_\_\_\_\_ Years\* \_\_\_\_\_

Hourly Rate \_\_\_\_\_ Days to be Employed \_\_\_\_\_ Classified \_\_\_\_\_ Steps\* \_\_\_\_\_

Daily Rate \_\_\_\_\_ Days to be Employed \_\_\_\_\_

Pending Background Checks

Pending Verification of Experience

Human Resource Specialist \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Final Review for Board Approval**

\_\_\_\_\_ Background Check Reviewed/Approved

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

\*Attach a copy of the employee's signed resignation form  
\*Years and Steps will be verified