

RECOMMENDATION FOR EMPLOYMENT

HUMAN RESOURCES DEPARTMENT

POSITION INFORMATION					HUMAN RESOURCES DEPARTMENT					
SCHOOL / BUILDING								HR INTAKE DATE		
DEPARTMENT OR GRADE								NEW/REPLACEMENT POSITION		
ADMINISTRATOR					AMOUNT BUDGETED					
POSITION TO BE FILLED					UNIT	GUIDE	STEP			
REPLACING STAFF NAME		STAFF POSITION TITLE			FUNDING SOURCE		SALARY			
REASON FOR VACANCY		VACANCY START DATE	VACANCY END DATE		EMPLOYMENT HOURS		BENEFITS			
CANDIDATE INFORMATION <i>(Leave this box blank if more than one candidate is going to a second round of interviews at Central Office.)</i>									INTERVIEW DATE/TIME	
RECOMMENDATION TYPE:					HR. INITIALS AND DATE					
CANDIDATE LAST NAME		CANDIDATE FIRST NAME			SUPERINTENDENT INITIALS AND DATE					
START DATE	FTE	HOURLY OR PART TIME WORK HOURS		BA INITIALS AND DATE						
		FROM	TO							
GRANT FUNDING, TYPE										
**TRAVELER BUILDINGS										
ATTACHED PAPERWORK <i>all applicable paperwork listed below must be reviewed & attached</i>										
RESUME	TRANSCRIPTS	CERTIFICATE(S)	HQ FORM	DISCLOSURE FORM						

REVIEW AND SIGNATURES			
<i>Wayne Public Schools is an Affirmative Action/Equal Opportunity employer. My signature below indicates I approve the recommendation of this candidate for employment as having followed all EEO guidelines and Board Policy.</i>			
SUPERVISOR NAME	SUPERVISOR TITLE	SUPERVISOR SIGNATURE	DATE
PRINCIPAL/ADMINISTRATOR NAME	PRINCIPAL/ADMINISTRATOR TITLE	PRINCIPAL/ADMINISTRATOR SIGNATURE	DATE
DIRECTOR NAME	TITLE	DIRECTOR SIGNATURE	DATE
RECOMMENDATION FOR HIRE NOT APPROVED			
SECOND ROUND IF APPLICABLE			
SUPT. / ASSISTANT SUPT. NAME	TITLE	SUPT. / ASSISTANT SUPT. SIGNATURE	DATE

INTERVIEW INFORMATION

DESCRIBE ANY PRE-INTERVIEW RESUME SCREENING, INCLUDING THE PROCESS & PERSON(S) INVOLVED.

SITE TEAM INTERVIEWER NAME	TITLE OR ROLE OF SITE MEMBER	SIGNATURE

LIST OF CANDIDATES INTERVIEWED	DATE OF INTERVIEW	RANKING	LIST OF CANDIDATES INTERVIEWED	DATE OF INTERVIEW	RANKING

Were all candidates interviewed by all Site Team Members?	
Was the selected candidate the recommendation of the Site Committee?	
Are the 3 references (including most recent job) checked & attached?	
If a Teaching position, was a Demonstration Lesson performed?	

WAYNE TOWNSHIP PUBLIC SCHOOLS INTERNAL DOCUMENT
Reference Check for Employment Candidates

Candidate Name	School / Department
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Reference Name	Reference Title	Organization	Date

Caller Signature:

Reference Name	Reference Title	Organization	Date

Caller Signature:

Reference Name	Reference Title	Organization	Date

Caller Signature:

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ADDITIONAL DOCUMENTATION

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Wayne Public Schools Employment Disclosure Form

Wayne Public Schools is an Equal Opportunity Employer. To ensure we are meeting our responsibilities, it is necessary for candidates to complete this form.

THIS FORM MUST BE FILLED OUT BY THE CANDIDATE AT THE TIME OF THE INTERVIEW

Printed Name	Date of Interview
School and/or Department	Interviewer Name/Position

Section I

How did you learn about Wayne Public Schools as a possible place of employment? (Check all that apply and provide details.)

	Person, Publication, Site or Other
<input type="checkbox"/> A district employee suggested I apply.	
<input type="checkbox"/> Newspaper, magazine, or journal advertisement.	
<input type="checkbox"/> I saw a district Job Posting (School or district Bulletin Board).	
<input type="checkbox"/> Internet (Website, Electronic Bulletin Board).	
<input type="checkbox"/> Other (explain).	

Section II

Do any members of your immediate family currently work at Wayne Public Schools or currently serve as a member of the Wayne Public Schools Board of Trustees?

A member of one's Immediate Family means:

- spouse
- a child, grandchild, parent, grandparent, brother, sister, uncle, aunt, cousin, nephew, niece or the spouse of any such person
- a person having a step-relationship described above
- parents-in-law, brothers- or sisters-in-law, sons- or daughters-in-law
- any person who resides in the same household as you

No **Yes** *If YES, please provide the following information:*

Name(s) of Immediate Family Member(s)	School/Department Title or Board Member
1)	
2)	
3)	
4)	

Section III

I represent that the information I have provided is true to the best of my knowledge and I understand that any misrepresentation of information on this form may be grounds for denial of employment or my immediate dismissal.

Applicant Signature

Date