

# Request for Hire / Transfer

The person whose name appears below is being recommended for a position within Marion County School District. This recommendation is in accordance with the District's allocations. The position was advertised / posted, applications were screened, applicants were interviewed, and the District's AA/EOE practices were used in making this recommendation.

(Circle Appropriate Option):                      NEW HIRE                      TRANSFER

Name of Candidate: \_\_\_\_\_

Position: \_\_\_\_\_ Replacing: \_\_\_\_\_

Beginning Date of Employment: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

If Hourly Position List Number of Hours/Week: \_\_\_\_\_

## Recommendation:

Please be advised that your signature below verifies that this is your recommendation for employment as the appropriate supervising administrator.

\_\_\_\_\_  
Signature of Principal / Director

\_\_\_\_\_  
Date

## DISTRICT OFFICE USE ONLY

Annual Salary: \_\_\_\_\_ Salary Scale / Step: \_\_\_\_\_

Account Number: \_\_\_\_\_

Job ID Number: \_\_\_\_\_ Number of Contract Days: \_\_\_\_\_

Please be advised that your signature below verifies your approval of the above recommendation for employment as it relates to your area of responsibility.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Copy to: T. Wiggins                      C. Warren  
          S. Wilbanks                      \_\_\_\_\_  
          T. Davis                         \_\_\_\_\_  
          T. Gainey                        \_\_\_\_\_  
          N. Casarez                      \_\_\_\_\_

Total Number of Candidates Interviewed: \_\_\_\_\_

Names of Interview Committee Members:

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

Comments, Notes, Stipulations for employment (if applicable):

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