Radford City Public Schools

Recommendation for Employment

This form is to be completed by the Principal or Supervisor of the Recommended Employee

I am recommending the following applicant for employment with the Radford City Public Schools:

Applicant's Name:_____
(as it appears on the license if applicant is a license holder)

Name of Person Replacing:_____

Person being replaced: ____resigned ___retired ___on leave of absence
_____other _____

Title of Position being filled:_____
(Include grade and subject if this is a teacher or an aide)

Home Address:_____

_____

E-mail Address: _____
Home Phone: _____ **Cell Phone:** _____

Employment Status: ___ full-time ___part-time
___ permanent ____other _____
___Contract ___Letter of Agreement

Recommended start date: _____
References have already been contacted: ____yes ____no

This recommendation for employment is contingent upon the applicant's meeting all requirements for pre-employment including (if applicable) qualifying for or holding a Virginia State Teaching License and final approval by the Radford City School Board.

Applicant must have all pre-employment paperwork completed " before" the start date.

_____ _____
Principal/Supervisor's Signature **Date**
(*Return this form to the School Superintendent)*

_____ _____
Superintendent's Signature **Date**

For Superintendent's Use:
Copy to:
Personnel /Personnel File_____
Principal or Supervisor_____
Asst. Superintendent…
Remove from vacancy posting _____

Effective Start Date: _____

Budget Information:
_____

Salary Step and Amount:_____

Licensed employee: ___holds VA license ___applied for license ___eligible and will apply within 90 days

BHG 9-9-2010