



Recommendation for Employment - *Professional & Paraprofessional Personnel*

Human Resources

Subject to Human Resources confirmation of proper certification, criminal history check and receipt of all required credentials, applicant will be recommended for employment to the Superintendent and scheduled for processing.

CONROE

INDEPENDENT SCHOOL DISTRICT

New Hire Position Change Percentage Change _____ to _____ %

Name _____ Social Security Number _____ EIN _____

Status Code _____ Pay Plan _____ Campus/Department _____ Title _____

Requested Effective Date _____ Phone Number _____

Work Schedule: _____ days Salary will be determined by Human Resources

This position is: New, approved position Long-term substitute (full year/semester) - Rate of pay \$ _____

Replacement for _____

who Resigned/retired Transferred to _____

Applicant is: New applicant

Former employee (and dates of employment) _____

Retiree date of retirement _____ from district/entity _____

Transferring from _____

Principal/supervisor recommending transfer should initiate this form.

Comments _____

I affirm applicant meets all District requirements for employment and credentials are on file in the Human Resources Department.

A minimum of three successful reference checks have been completed and are on file at the campus. The three references contacted are as follows:

_____, _____, _____

Principal/Supervisor signature only _____ Date _____ Budget Code _____

Human Resources signature _____ Date _____ Budget Code _____

For Human Resources Use Only

Cleared for hire _____ Certification _____ Date _____