



MAYPEARL INDEPENDENT SCHOOL DISTRICT

TRADITION - PRIDE - PURPOSE RECOMMENDATION REQUEST FORM

For Professional, Paraprofessional and Auxiliary Positions

Last Name	First Name	Campus / Location
Subject / Grade	CDL: YES NO	Start Date: (Month / Day / Year)

Check One:

This person is replacing:

This is an approved new position

Other:

NEW HIRE Position: _____

Include all necessary information such as grade level, specific classes taught, Coaching assignments, paraprofessional assignment and / or Job title

TRANSFER / CHANGE OF ASSIGNMENT Campus / Department: _____

New Assignment: _____ Former Assignment: _____

SEPERATION OF EMPLOYMENT

Voluntary Resignation Effective Date: _____

Termination of Probationary Contract Date: _____

Non-Renewal of Contract Date: _____

Principal / Administrator Recommendation ___ I have attached the application of the applicant
 ___ I have contacted applicant's previous supervisor

Name of References:

1. _____ Date Reference Check Completed: _____
2. _____ All References Satisfactory to Excellent rating ____
3. _____ Reference(s) Unsatisfactory rating ____

Do Not Hire Registry Check: Y / N Record Clear Date Checked: _____

I verified that the above recommendation is within the staffing allotments allocated to my campus / department.

Principal / Administrator	Completed by	Date:
FOR DISTRICT USE ONLY		
APPROVED BY:		
Director of Curriculum & Instruction:	_____	Date: _____
Director of Special Education:	_____	Date: _____
Superintendent:	_____	Date: _____
Business Manager Reviewed Salary with applicant – Date _____		
Base Salary Quoted:		

Do Not Hire Registry Check: Y / N Record Clear - Date Checked _____
Background Check: Y / N Record Clear - Date Checked _____