# PRAIRIE-HILLS SCHOOL DISTRICT 144 Human Resources

#### RECOMMENDATION FOR EMPLOYMENT

Certificated Classifie	d Administration		
Name of Applicant			
Grade, Subject, if teacher or job title,	if other		
Building Assigned Effective	to		
Position FTE			
REASON FOR VACANCY			
NEW POSITION TEMPORARY POSITION	REPLACEMENT		
Due to: Resignation Termination Leave of Absence	Retirement Reduction in Force Non-Renewal		
Who is being replaced:	Position		
Check all that apply:			
On-line application completed Letters of reference (3) attached Applicant Summary Sheet attached Reference checks completed & attached	<ul><li>Copy of certificates or diploma</li><li>Official transcripts attached</li><li>Unsuccessful applicants notified</li></ul>		
Site Supervisor Date			
Human Resources Off	ice Only		
FTE Classification	Hourly rate \$		
Placement on salary schedule step lane	Annual salary \$		
Years of experience Years Granted	Prorated yes no		
Board Hire Date	Start date		
Contract type: Regular Temporary	Long Term		
Human ResourcesSignature	Date		

Posting Number\_\_\_\_\_

### Prairie-Hills School District 144 Human Resources

### Applicant Summary Sheet

Building	Date				
Position	Intervi	Interviewers			
To conform with EEOC requirements the information be	uirements and in ar slow on the candida	n attempt to aid othe ates you interviewed	er administrators in t for this position. <b>P</b>	he hiring of qualified a lease check if in-dis	applicants, please <b>trict</b>
Comments	Name _				
Comments	Name _				
Comments	Name _				
Comments	Name _				
Comments	Name _				
List those persons on your p	oool not interviewe	ed			
z.o. alooo poloono on your p	See The Interview				

## PRAIRIE-HILLS SCHOOL DISTRICT 144 INTERVIEW FORM – NON CERTIFIED PERSONNEL

Name		Address	City State Zip
Qualifications/Experience		Position	Phone Number
Date Application Received Date Interview Scheduled			
Professional References	S		
Name		Address	Phone number incl area code
	comments		
By Whom			
SAT UNSAT	1		
Name		Address	Phone number incl area code
	comments		
By Whom	_		
SAT UNSAT			
Name		Address	Phone number incl area code
	comments		
By Whom	_	-	
SAT UNSAT			
Character References			
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	comments	7.100.000	
By Whom			
SAT UNSAT			
Name		Address	Phone number incl area code
D 14/1	comments		
By Whom	_		
SAT UNSAT			
Name		Address	Phone number incl area code
By Whom	comments		
SAT UNSAT			