



Employee Recommend for Hire/Change Form

Date Submitted: \_\_\_\_\_ Employee #: \_\_\_\_\_

Name of Applicant/Employee: \_\_\_\_\_ Expected Start Date: \_\_\_\_\_

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

Building(s): \_\_\_\_\_

Approved by: \_\_\_\_\_

- New Hire (Has never worked for FHPS before) \*
- Re-Hire (Has worked for FHPS before)\*
- Transfer( Moving from one position to another)\*
- Retirement **Date:** \_\_\_\_\_
- Degree Change(MA, MA +15, MA +30, MA+45
- Adding Additional Assignment\*
- Substitute\*
- Resignation/Termination\*
- End of Probation
- FMLA Leave/LOA **Date:** \_\_\_\_\_ **Return:** \_\_\_\_\_

\*Please fill below

Transfer From: \_\_\_\_\_ To: \_\_\_\_\_

Assignment:

1. \_\_\_\_\_ Effective Date: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_ Hours per week \_\_\_\_\_ to \_\_\_\_\_ Days per week:  M  T  W  Th  F  Sat  Sun

HR Office Use Only: Grade: \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Budget Unit: \_\_\_\_\_

2. \_\_\_\_\_ Effective Date: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_ Hours per week \_\_\_\_\_ to \_\_\_\_\_ Days per week:  M  T  W  Th  F  Sat  Sun

HR Office Use Only: Grade: \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Budget Unit: \_\_\_\_\_

End of Probation: Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Comments: [Empty box for handwritten notes]

HR Office Use Only:

NCLB Certification Required:  Yes  No

[only required for instructional aides]

Degree Change: Effective Date: \_\_\_\_\_

From: Grade: \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ To: Grade: \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

_____ Supervisor Signature	_____ Date	_____ Assistant Superintendent of Finance	_____ Date
_____ Assistant Superintendent of Human Resources	_____ Date	_____ Director of Finance	_____ Date
_____ Assistant Superintendent of Instruction	_____ Date	_____ Superintendent	_____ Date