



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 _____