

**Jefferson County Schools
Human Resources Department
Personnel Recommendation Form**

Please complete this form for approval of the following actions: (*This action is not official until approved by the Director of Schools.*)

- Recommendation for new employee**
- Recommendation for interim employee**
- Change in school assignment**
- Not recommended for rehire**
- Recommendation for contracted employee**
- Change in subject or grade taught**

Employee Name: _____
School: _____
Position, Grade Level and/or Subject: _____
Endorsement Code (if certified employee): _____
Highly qualified status: _____
New Position: Yes or No If No, Replacing: _____
Effective Date: _____
Previous position (if change in assignment): _____
Term of assignment (if interim): _____

Principal/Supervisor

Date

Director of Schools

Date

Send this document to Carol Baker, HR Manager.

Human Resources Manager

Central office use only:
cc: TS _____ VP _____ CW _____
RP _____ Other _____
SW _____ (if new position)

**Jefferson County Schools
Human Resources Department
Reference Verification Form**

Principals/Supervisors: Please document the references you verified for a new employee on this form and attach it to the Personnel Recommendation Form and your letter of recommendation:

Name of new employee recommended for hire: _____

References:

1) Name _____

School/Company _____ Position _____

Phone #: _____ Date contacted: _____

Comments

2) Name _____

School/Company _____ Position _____

Phone #: _____ Date contacted: _____

Comments

3) Name _____

School/Company _____ Position _____

Phone #: _____ Date contacted: _____

Comments

4) Name _____

School/Company _____ Position _____

Phone #: _____ Date contacted: _____

Comments

Signature of Principal/Supervisor: _____ Date _____