



OFFICE OF HUMAN RESOURCES
REQUEST FOR HIRE & PERSONNEL CHANGE FORM
Revised August 2016

I: Background Information

Date: _____ Position (include **funding source** for assistants): _____

School: _____ Check One: _____ Certified (Grade(s) _____ Subject _____)
_____ Classified

Reason for Vacancy/Change: _____ Resignation _____ Retirement _____ New Position _____ Death _____ Termination
_____ Reclass _____ Change Hours _____ Transfer _____ Leave (Dates: _____ to _____)

Name of Person Creating the Vacancy: _____

Type of Position (check one): _____ Full-Time Regular _____ Full-Year Interim _____ Part-Time Regular (hours/day: _____)

Requested Start Date: _____ (Principal/Supervisor/Dept. Head) **Hire Date:** _____ (HR Department use)

II: Principal/Supervisor

INTERVIEWS		

Name of Applicant Recommended for Employment: _____

_____ System Transfer (Exiting School/Position) _____

By signing this document, the principal/supervisor attests to an understanding that the above named employee may not begin work until released by the Office of Human Resources after a satisfactory background check and all paperwork is completed.

Principal's/Supervisor's Signature _____ Date _____

III: Human Resources Approval

The signature of the Human Resources Supervisor signifies that the recommended applicant has passed a satisfactory background check and has met all employment standards for the position.

HR Supervisor Approval _____ Date _____

IV: Final Approval

Director of Schools Approval _____ Date _____

NOTE: All requests are to be submitted the Office of Human Resources. Email or fax completed form to 865.984.1276.