



Prairie Rose School Division
Recommendation to Hire / Assignment Change

Name: \_\_\_\_\_ Division Office Use Only NA # \_\_\_\_\_

Address: \_\_\_\_\_

School/Location: \_\_\_\_\_ Competition #: \_\_\_\_\_

Initial Hire

[ ] PRTA [ ] CUPE A [ ] CUPE B [ ] Other Position: \_\_\_\_\_

[ ] General/Regular [ ] Term Hours/FTE %: \_\_\_\_\_ Rate of Pay: Division Use Only

Start Date: \_\_\_\_\_, 20 \_\_\_\_\_ End Date: \_\_\_\_\_, 20

Additional Teacher Information

Grade Level/Subject Area: \_\_\_\_\_ Cert/PSP #: \_\_\_\_\_

Reason for hiring/change:

- [ ] New Hire replacing incumbent (provide name): \_\_\_\_\_
[ ] New position: \_\_\_\_\_ [ ] Salary Allocation: \_\_\_\_\_
[ ] Increase (%/hrs): from \_\_\_\_\_ to \_\_\_\_\_ [ ] Reduction (%/hrs): from \_\_\_\_\_ to \_\_\_\_\_
[ ] Resignation/Retirement/Layoff/Other: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Recommended by:

Administrator/Supervisor Name (please print) Signature Date

Approved by:

Superintendent Name (please print) Signature Date

Candidates Interviewed:

Interview Date: \_\_\_\_\_

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

References Received from:

(Documentation of Verbal Reference to be included with Recommendation for Employment)

Name Relationship to Applicant
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selection Committee Members:

Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_