

**Gainesville City Schools
Recommendation to Hire**

___ Certified School Year _____

___ Classified “G” Number (Employee Number) _____

School Name _____
(Signature of Person Making Recommendation)

Current and/or anticipated vacancy _____
(Grade, Subject, Etc.)

1. I have conducted a personal interview in my office with the following people for the above listed vacancy:

Of those people interviewed, I would like to recommend:

Name _____

Address _____

Email Address _____

SS Number _____ **Race** _____ **Gender** _____

Date of Birth _____ **Telephone Number** _____

2. As references on the person recommended, I checked with the following people:

3. Georgia teaching certificate on the person I am recommending is as follows:
(To check status, go to www.gapsc.org and enter Social Security Number – Attach copy of Certificate)

Type of Certificate _____ Expiration Date _____

Certification Field(s) _____

The above recommended applicant’s first day will be _____

The above recommended applicant is replacing _____

whose last day of employment is _____

| Human Resources/Payroll/Benefits | | | | | Approved | Not Approved |
|---|-------------------------|--------------------------------|--------|----------------|---|--------------|
| Contracted Hours/ Days per Year | Years of Experience | Org | Object | Account Number | Signatures : | |
| Pay Step/Pay Scale | Contracted Work Days | Org | Object | Account Number | _____ Superintendent | |
| Total Salary Quote (including any supplements) | | Org | Object | Account Number | _____ Chief Professional Services Officer | |
| | | Signature of Authorizing Party | | | Board Agenda Date | |