



Anson County School District

320 Camden Road, Wadesboro, NC 28170

Phone: 704-694-4417

RECOMMENDATION FORM (HRM-F001)

- ◆ All contingency offers come from the Human Resource Office and all recommendations must be approved by the Board of Education. **DO NOT** promise employment to any prospective employee until you receive authorization from the Human Resource Office.
- ◆ All salaries will be determined by the Human Resource Office. **DO NOT** quote **ANY** salary information to prospective or current employees.

To be completed by the **RECEIVING PRINCIPAL/DIRECTOR**

I hereby recommend to hire: _____

(include reference information on the back of this form and any other pertinent information you wish to share)

For the position of: Grade Level _____ Subject Area _____

Assignment _____ Site _____

Requested Start Date: _____

Ending Date (If interim) _____

Full-time Part-time

Number of hours per day _____

Special conditions relative to this employment: _____

This is a: New Position Replacement Position; replacing _____ who:

I interviewed the following applicants for this position:

Retired
 Resigned
 Transferred to _____
 Is on Leave of Absence
 Was Interim
 Was not Rehired
 Other _____

ESL Teachers: I have evaluated this candidate for fluency and sufficient skills in oral and written English.

Effective on date: _____

Signature of Principal/Director Recommending to Hire

Date _____

For **TRANSFERS:**

I understand that this transfer is not official until approved by the Human Resource Office.

Signature of **EMPLOYEE** Transferring

Date _____

Signature of **SENDING** Principal/Director

Date _____

For **HR MANAGER:**

Budget Code: _____

For **PERSONNEL**
OFFICE APPROVAL:

Interim Temporary Permanent
 Full Benefits Partial Benefits No Benefits

License Area Required: _____

Dir. of HR: _____

CFO: _____

Superintendent: _____

Fed. Programs: _____

Date: _____

HR Manager: _____

Date: _____