



# 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.

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

**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

Budget Code: \_\_\_\_\_

License Area Required: \_\_\_\_\_

CFO: \_\_\_\_\_

Fed. Programs: \_\_\_\_\_

HR Manager: \_\_\_\_\_

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

For PERSONNEL  
OFFICE APPROVAL:

☐ Interim

☐ Temporary

☐ Permanent

☐ Full Benefits

☐ Partial Benefits

☐ No Benefits

Dir. of HR: \_\_\_\_\_

Superintendent: \_\_\_\_\_

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

To be completed by the RECEIVING PRINCIPAL/DIRECTOR

For TRANSFERS:

For HR MANAGER: