

**SCHOOL & CENTRAL OFFICE CERTIFIED POSITIONS  
RECOMMENDATION TO HIRE (FORM 3)**

**DEPARTMENT/SCHOOL NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CANDIDATE'S FULL LEGAL NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**EFFECTIVE START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_ **DAILY DUTY HOURS:** \_\_\_\_\_

**JOB TITLE:**

\_\_\_\_\_ Supervisor \_\_\_\_\_ Months of contract  
Principal  
Assistant Principal  
Counselor  
Instructional Coach  
Teacher  
Department Director

Other \_\_\_\_\_

**PAY:** USE APPROVED SALARY SCHEDULE FOR POSITION Suggested Pay: \_\_\_\_\_

**FUNDING SOURCE:** District Funds Local School Federal Funds Acct No. \_\_\_\_\_

**TYPE OF RECOMMENDATION:**

Regular Appointment	Part-Time Reappointment
Interim Appointment	Termination
Part-Time Appointment	Transfer ( <i>to different facility</i> )
Regular Reappointment	Reassignment ( <i>same facility or department</i> )
Interim Reappointment	Replacing (Name): _____

**If transferring or reassigning an employee, please provide the following information:**

Current Assignment / Location: \_\_\_\_\_ Proposed Assignment / Location: \_\_\_\_\_

**REASON FOR RECOMMENDATION:** NEW POSITION (never filled by another employee) REPLACEMENT (for former employee)

Former Employee Name: \_\_\_\_\_ Position Title: \_\_\_\_\_ Employee Number: \_\_\_\_\_

\_\_\_\_\_  
Requesting Principal

\_\_\_\_\_  
Superintendent

**FAX: (256) 386-5704 or Email: [emmichael@scs.k12.al.us](mailto:emmichael@scs.k12.al.us)**

**HUMAN RESOURCE OFFICE USE ONLY**

Position posted and has expired in SearchSoft as required: \_\_\_\_\_

\_\_\_ Current Employee \_\_\_ Former Employee \_\_\_ Substitute \_\_\_ New Hire

\_\_\_ Professional Certification Verified: \_\_\_ Certified Employee \_\_\_ Paraprofessional

HR Director Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_