



**RECOMMENDATION TO SUPERINTENDENT -  
HIRING OF TEACHING PERSONNEL**

Position to be filled \_\_\_\_\_ Bulletin Number \_\_\_\_\_

at \_\_\_\_\_

New position:  Yes  No

**OR**

Replacement for \_\_\_\_\_ Reason: \_\_\_\_\_

Number of applications received: \_\_\_\_\_

Name of applicants interviewed: \_\_\_\_\_ Date of interviews: \_\_\_\_\_

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Members of Interview Team:

_____	_____
_____	_____
_____	_____

1<sup>st</sup> choice \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

**Please complete details on reverse.**



**RECOMMENDATION TO SUPERINTENDENT -  
HIRING OF TEACHING PERSONNEL**

**RECOMMENDATION:**

THAT \_\_\_\_\_ be hired as a \_\_\_\_\_  
effective as of \_\_\_\_\_.

**TEACHER GENERAL – PERM (SchedA)** Contract \_\_\_\_\_ % of time  
OR

**LIMITED TERM TEACHER GENERAL – TERM (SchedB)** Contract \_\_\_\_\_ % of time,  
Term end date \_\_\_\_\_

**ASSIGNMENT** (Please give full details)

Grade \_\_\_\_\_

Subject	FTE % Taught/ SY Sections	Subject	FTE % Taught/ SY Sections
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Teacher Certificate No. \_\_\_\_\_ SIN No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
PSP No. \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

<b>To be completed by Human Resources Department only</b>	
<b>Recommendation of Superintendent:</b>	
<input type="radio"/> <b>ACCEPTED</b>	<input type="radio"/> <b>DENIED</b>
<b>Signature of Superintendent:</b> _____	<b>Date:</b> _____
SARS No. _____	Contract Letter Type: _____

Effective Date: April 20, 2004      Review Date: September 11, 2018  
Amended Date:  
Board Motion(s): 250/04  
Legal/Cross Reference: