



Employment Recommendation

Please enter the following information and forward to Human Resources/Labor Relations via email to sarnold@bloomfield.org for **certified staff** or lswider@bloomfield.org for **support staff**. This will then be given to Kelly Bohl for her approval. Thank you.

Important Note: The person on this form is being recommended for employment and may not start as an employee until processed by the HR Department to ensure applicant is eligible for employment.

Candidate Name: _____ **Position:** _____

New Position _____ **Replacing:** _____
Student _____ (Name of employee being replaced)

Building(s)/Position: _____ **FTE:** _____

Grade(s)/Subject(s) Assigned (if applicable) _____

Recommended Start Date: _____

Account # _____ **%** _____ *

Account # _____ **%** _____ *

* If split the percentage must total 100%

12 mo 11 mo 10 mo **Hours per day/week** _____

Daily Shift: _____

Reference Check Forms attached

Were other candidates interviewed: **Yes*** **No**

* If yes, please list names:

Recommended by: _____ **Date:** _____

Hiring Administrator

HR Approval: _____ **Date:** _____

Assistant Superintendent for Human
Resources & Labor Relations

Rate of Pay/Step: _____

**** Please send interview packages to Human Resources ****