



New Hire Recommendation Checklist

School District: _____

Administrator: _____

Position: _____

Date of Interview: _____

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

Phone: _____

Salary: _____ Hourly: _____ Hours: _____

CHECKLIST

- Resume
- Transcripts of record on file (original to follow after hire)
- Teaching Certificate-**REQUIRED**- copy of front, back (signed/notarized).
- MTTC Scores
- Highly Qualified- **REQUIRED**

As administrator, I am recommending this applicant for employment.

Requested Start Date: _____

Administrator Signature: _____