

RECOMMENDATION TO HIRE

DATE: _____

TO: Human Resources Department

FROM: _____
Please Print Your Name

I wish to recommend _____ Phone #: _____
Print Name

for the _____ position at _____, connected
Position/Assignment Location

to the vacancy #: _____ to start on _____.
Proposed Start Date

Is the person you are recommending a current District 150 Employee? Yes No

I certify that I have confirmed with the above named applicant that he/she is willing to accept the position if approved by the Board of Education.

Signature

Date

Funding Source

Account Number

This Recommendation to Hire is Approved By:

My Direct Supervisor

Date

Comptroller

Date

Director of Human Resources

Date