

Rib Lake School District

Request for Approval to Hire

Please complete the information below and submit to the District Administrator. Once approved by the District Administrator, notify all applicants who were granted an interview both successful and unsuccessful of the hiring decision.

Section I

Job Title: _____

School/Department: _____

Position Type: Administrative Support Certified Co-Curricular

Check all that apply: Permanent Full-Time

Temporary Part-Time # of hours (or percent): _____

Interim

Grant Funded

Applicant recommended for position: _____

First day of work: _ _ _ _ _ # of Days: _ _ _ _ _

Section II

List all other applicants interviewed:

Date	Applicants Name	Interviewed		Reason for recommendation or rejection
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Principal Signature: _____

Date: _____

Section III

Reference Checks

Current Employee (three reference checks are not required if applicant is a current employee)

Date:		Contact Name:	Phone:
Organization:		Position:	
Direct Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/>	Left Employment: Voluntary: <input type="checkbox"/> Involuntary: <input type="checkbox"/>	Moral/Ethical Standards: Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Questionable <input type="checkbox"/>	Overall Rating: Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Questionable <input type="checkbox"/>
Eligible for Rehire: Yes <input type="checkbox"/> No <input type="checkbox"/>		Period Employed:	Duties:
Strengths:			
Concerns:			

Date:		Contact Name:	Phone:
Organization:		Position:	
Direct Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/>	Left Employment: Voluntary: <input type="checkbox"/> Involuntary: <input type="checkbox"/>	Moral/Ethical Standards: Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Questionable <input type="checkbox"/>	Overall Rating: Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Questionable <input type="checkbox"/>
Eligible for Rehire: Yes <input type="checkbox"/> No <input type="checkbox"/>		Period Employed:	Duties:
Strengths:			
Concerns:			