

REGIONAL SCHOOL UNIT #20
 Belfast · Belmont · Frankfort · Morrill · Northport
 Searsmont · Searsport · Stockton Springs · Swanville

Recommending Professional Candidate for Employment

This form must be completed by the administrator making the employment recommendation and submitted to the Superintendent.

Candidate's Name:	Total years in teaching:			
Candidate's Address:	Total years in administration:			
Candidate's Phone:				
1. Position candidate is being recommended for (grade, subject, school):				
2. Why is this position open? (Be specific, include name of individual being replaced, if any.)				
Describe educational background.				
College/University	Degree	Date Earned	Major	GPA
List additional coursework/staff development candidate has participated in since most recent degree.				
List the members of the interviewing team.		How many applications were received and screened?		
		How many candidates were interviewed for this position?		
		Have you contacted and obtained at least two employment references? { Yes { No (Each reference must be documented on an "Employment Reference Form" and attached to this recommendation.)		
		Date of candidate's interview:		
Are you recommending this candidate without reservation? { Yes { No If yes, explain in detail.				

List the 3 most significant reasons why you are recommending this candidate.

Salary quoted: \$

Step:

Experience:

Date of Hire:

***Salary quotes must be according to established bargaining unit contracts and verified with the Superintendent.**

Additional comments:

Signature of Administrator Making Recommendation:

Date:

Please return this form with "References" and Application/Resume/Transcripts to the Office of the Superintendent.

Approved ✓

Not Approved ✓

Superintendent of Schools

Date

Approved ✓

Not Approved ✓

Date: _____ submitted to and reviewed by the Board of Directors.