APPLICANT RECOMMENDED FOR EMPLOYMENT **Date _____**

Name: _____ Job Title: _____

Certified Staff

Location_____ Planned Hours _____

Program:

____ ECH Duty Free Lunch _____ Total Work Hours = 6.75

____TMH/Choices

____ED

Education Level _____ Years of Approved Experience _____

_____certified copy of transcripts (attached)

_____copy of Teaching/Administrative Credentials (attached)

Non-Cert Staff

Location _____Planned Hours _____

Supervising Teacher_____30 Minute Lunch_____

Program:

____ECH Highly qualified teacher aide requirements.

____TMH/Choices _____at least 30 hours college credit (attach transcript)

____ED _____has passed the WorkKeys or ParaPro test (attach copy)

_____ISBE letter indicating Approved Paraprofessional (attached)

Years of Approved Job Related Experience _____

(Complete only if a District is to be billed)

District to be billed: _____

If Employee is EOC Aide complete the following:

Assigned Student_____

Start Date for Services_____

_____

Supervisor Signature Date

Business Office Only

This person should be placed on the salary schedule at:

Step _____ Education Level _____ Salary Amount _____

Anniversary/Start Date _____ Board Hire Date _____

Signature Director/Asst. Director Date

Revised 8/6/09