

# Hamburg School District

## Employee Recommendation Form

\* \_\_\_\_\_ is recommended for employment by  
the Hamburg School District.

Name of Candidate for Employment \_\_\_\_\_  
(as appears on Social Security Card)

\_\_\_\_\_ # of contract days \_\_\_\_\_ School Year

Contracted date **July 1**, \_\_\_\_\_ through **June 30**, \_\_\_\_\_.  
(Fiscal Year)

Other \_\_\_\_\_ through \_\_\_\_\_

Date of First Day of Employment \_\_\_\_\_  
(First day of actually working in district)

Employment Position

\_\_\_\_\_  
(Regular classroom teacher, P-K teacher, resource room teacher, cafeteria worker, etc)

**Fund Source of Salary** \_\_\_\_\_ **School/Dept.** \_\_\_\_\_  
(Fund Sources: Teacher Salary, NSLA, Title I/IIA (Federal Prgms), District, Sp Ed, ESL, Migrant, Grant)

**FTE** \_\_\_\_\_ **HQT Status** \_\_\_\_ yes \_\_\_\_ no **ALP** \_\_\_\_ yes \_\_\_\_ no  
(1.0 or .5)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Fund Administrator--Finance Mgr.)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Building Principal)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Building Principal)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Building Principal)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Multiple signatures required for shared positions. (Ex: Shared Teacher/coach of multiple schools)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Superintendent)

Date Approved by Board \_\_\_\_\_

**\*Recommending Building Principal must attach an original transcript of candidate and secure signatures required for funding and Supt.**