



**JAMESTOWN PUBLIC SCHOOL DISTRICT #1  
PERSONNEL HIRING FORM**



NAME OF CANDIDATE RECOMMENDED FOR HIRE:

JOB POSITION:

IS THIS A **NEW** POSITION? (CHECK YES OR NO):      YES                       NO

IF **NO**, NAME THE PERSON THAT LEFT:

DATE EMPLOYEMENT IS TO BEGIN:

**Complete the following for a *classified* position.**

HOURLY STARTING WAGE:

# OF HOURS PER DAY:

IS THIS A **PARA PRO** REQUIRED POSITION? (CHECK YES OR NO):    YES \_\_\_\_\_    NO \_\_\_\_\_

IF **YES**, PLEASE WRITE IN **PARA PRO CERTIFICATE NUMBER**:

COMMENTS: \_\_\_\_\_

**Complete the following for a *certified or professional* position.**

LANE:     INDEX:     STEP:

# OF CREDITED YEARS OF SERVICE THAT CAN BE BROUGHT INTO THE DISTRICT:

# OF CREDITS EARNED TOWARDS +16:     SALARY:

COMMENTS: \_\_\_\_\_

**Complete the following for a *co-curricular* position.**

LEVEL:     STEP:     SALARY:

COMMENTS: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
ADMINISTRATOR/SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

*The administrator/supervisor making the recommendation certifies that references have been contacted.*

\_\_\_\_\_  
BUSINESS MANAGER'S SIGNATURE

\_\_\_\_\_  
FUNDING SOURCE

YES  NO

\_\_\_\_\_  
FUNDING AVAILABLE      DATE

\_\_\_\_\_  
DISTRICT ADMINISTRATOR'S SIGNATURE

\_\_\_\_\_  
DATE