

**PLEASE PRINT**

**DALLAS SCHOOL DISTRICT 2**

**Dallas, Oregon**

**EMPLOYMENT RECOMMENDATION**

School: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

(full title from posting)

Currently subbing in same position: ☐ Yes

☐ No If Yes, how long \_\_\_\_\_

(in weeks)

Hours per day: \_\_\_\_\_

Work hours (ie: 10am – 2pm) \_\_\_\_\_

Date to report to work: \_\_\_\_\_

Check one:

☐ Regular Licensed Employee

☐ Non-district Employee/Other

☐ Regular Classified Employee

☐ Coach

If coaching or extra duty: Indicate year/tier for this candidate: Year \_\_\_\_\_ Tier \_\_\_\_\_

Fund # \_\_\_\_\_

Interview team:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other applicants interviewed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicant rejects the position: \_\_\_\_\_

Approved to offer position ☐ \_\_\_\_\_

Do not offer position ☐ \_\_\_\_\_

Initials

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Offer accepted by applicant ☐ (fax to district office, send original through courier)

Offer declined by applicant ☐

**District Office Use Only**

Licensed: Column \_\_\_\_\_ Step \_\_\_\_\_ Temporary: ☐ Yes ☐ No

Classified: Range \_\_\_\_\_ Step \_\_\_\_\_ Hours \_\_\_\_\_ Calendar \_\_\_\_\_

Coaching/Extra Duty: Group \_\_\_\_\_ Year \_\_\_\_\_ Tier \_\_\_\_\_ Other: \_\_\_\_\_

Date Effective: \_\_\_\_\_

Superintendent/HR Director Approval: \_\_\_\_\_

Date: \_\_\_\_\_