

GEORGE COUNTY SCHOOL DISTRICT EMPLOYMENT RECOMMENDATION FORM

494 Cowart Street, Lucedale, MS 39452

601-947-6993 (Phone) 601-530-0852 (Fax)

SECTION ONE (To be completed by an Administrator/Supervisor)

Employee Information: Mr. /Ms. _____ SS#: _____

Address: _____ Telephone: _____

RECOMMENDED Job Position(s): _____ Location: _____

☐ Title/Federal Programs ☐ SPED ☐ Vocational ☐ Child Nutrition ☐ District ☐ Gifted
☐ Part-Time ☐ Full-Time ☐ Certified ☐ Non-Certified

Grade Level: _____ Effective Date (Required) _____

Select One:

☐ New Employee Recommendation This person replaces: _____

This is a new position _____ (Fund Director Signature Required)

☐ In-School/District Transfer - This person replaces: _____

Transfer to: _____ From: _____

(Position and Location)

(Position and Location)

Signature, Receiving School/Department_____
Signature, Sending School/Department☐ Resignation – Attach resignation letter or signed District Resignation Form☐ Retirement☐ Termination*******Last date worked in case of resignation, retirement & termination**☐ NOTE: Attach an Employee Exit Interview to this form for resignations, retirements or terminations.

Administrator/Supervisor Signature _____ Date _____

Fund Director Signature (if applicable) _____ Date _____

SECTION TWO (To be completed by the Human Resource Director)

Years of Inside School District Experience: _____ Years of Outside School District Experience: _____

Degree Level: _____ Teaching Certificate Class: _____

This position will be for _____ days. (180, 183, 187, 190, 200, 210, 220, 230, 240, other)

Information furnished by the applicant and verified by credentials indicates that this person meets requirements for employment/appointment to this position.

Human Resource Signature _____ Date _____

SECTION THREE (To be completed by the Chief Financial Officer)

Business Manager Signature _____ Pay Step _____

Budget Code _____ Date _____

SECTION FOUR (To be completed by the Superintendent)☐ Approved ☐ Not Approved

Superintendent's Signature _____

Date _____

BOARD APPROVED: