

**THE SCHOOL BOARD OF NASSAU COUNTY, FLORIDA**

1201 Atlantic Avenue ▪ Fernandina Beach, Florida 32034

*AN EQUAL OPPORTUNITY EMPLOYER*

**RECOMMENDATION FOR INSTRUCTIONAL & ADMINISTRATIVE PERSONNEL**

School/Dept: \_\_\_\_\_ Date: \_\_\_\_\_

I recommend the following applicant for the \_\_\_\_\_ school year.

Name: \_\_\_\_\_ SS #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Recommended Assignment: \_\_\_\_\_

Recommended Contract: \_\_\_ Probationary \_\_\_ Annual \_\_\_ Professional Service \_\_\_ Sub Start (HR Only)

Types of Previous Employment, Dates and Location *(Use additional sheet if needed)*:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

(6) \_\_\_\_\_

Is this a transfer? \_\_\_ Yes \_\_\_ No **Effective Date of Employment:** \_\_\_\_\_

Pre-Employment & Interviews: \_\_\_ Pre-Employment Screening Form is required for all new employees.  
\_\_\_ Pre-Employment Screening Form from current district administrator (transfers only).  
\_\_\_ Interview Forms attached (includes all persons interviewed for this position)

Assignment Source: \_\_\_ New Position  
\_\_\_ Replacement for: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Director

\_\_\_\_\_  
Signature of Appropriate Director (if Out-of-Field)

\_\_\_\_\_  
Signature of Personnel Representative and Date

\_\_\_\_\_  
Signature of Superintendent

**FOR OFFICE USE ONLY**

Educational Attainment: \_\_\_ Bachelor \_\_\_ Master \_\_\_ Specialist \_\_\_ Doctorate \_\_\_ High School/Assoc *(Voc only)*

Certification Status: \_\_\_ Needs App \_\_\_ Applied \_\_\_ S.O.E. \_\_\_ Temp \_\_\_ Pro \_\_\_ License

Certification Eligibility: \_\_\_ Certified \_\_\_ Degree \_\_\_ Exam \_\_\_ Reciprocity

Area(s) of Certification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_