

Kirksville R-III School District Employment Recommendation

Name: _____

Position: _____

Grade/Subject: _____

Department: _____

Supervisor/Title: _____

Building Assignment: _____
(Percent of Time in Each Building if split)

Valid Missouri Teaching Certificate? Yes NO Expiration Date: _____
(Circle One)

Certificate Type: _____ Subject Areas of Certification: _____

Additional Certification Needed: _____

Date To Be Completed By: _____

Content Assessment Test Score: _____

Degree/Institution: _____

Degree/Institution: _____

Total Years of Experience: _____

Length of Contract (Circle One): 9 months 10 months 11 months 12 months Other _____

Start Date: _____

Salary Step: _____ Salary: _____

If Special Funding, name source/Amount: _____ / _____

Extra Duty Assignment(s): _____ Step: _____

Notes: _____

Administrator's Signature/Date

Superintendent's Signature/Date

Kirksville R-III School District Interview Summary

Position: _____ Date: _____

Building: _____ Supervisor: _____

Person Recommended: _____

Number of Applications Reviewed: (Approx.) _____ Number of Candidates Interviewed: _____

Interview Team:

Candidate Strengths: _____

Professional Experience (Most Recent First; Include Years): _____

Other Comments: _____

Administrator's Signature

Date

**KIRKSVILLE R-III SCHOOL DISTRICT
NOTICE OF EMPLOYEE STATUS**

Original to Payroll
Copy to Asst. Supt and HR

Effective Date: _____ Last Day Worked: _____

Employee Name: _____

Email Address: _____ Phone Number: _____

Employee Type: Salary OR Hourly Employee Certification: Sub. Certified Teaching Certificate Not Certified

Full-Time OR Part-Time Certified Position: Yes No

Is this position Grant supported? Yes OR No Fingerprinting Complete? Yes OR No

_____ Percentage (If yes)

	Current	New
Building & Department Name		
Pay Code		
Job Title		
Salary Schedule Level and Step		
Base Rate (choose one: per hour or year)		
Differential Rate – Degree/Certificate		
Scheduled Shift (Hourly Only)		
Regular Scheduled Shift		
Months to Serve/Other		

Reason for Change:

Hired Promotion Probation Completed Resigned with Notice Retiring

Rehire Demotion Length of Service Increase Resigned Without Notice Other

Transfer Contract Expired Merit Increase Discharged

Replacement For: _____

Comments: _____

Authorized by Administrator	Date:
Authorized by Assistant Superintendent	Date:
Authorized by Superintendent	Date: