

# PUBLIC SCHOOLS OF PETOSKEY CANDIDATE RECOMMENDATION

Updated 3.1.18

*(A letter of application and/or resume, transcripts and certificate must be attached)*

Candidate Name: \_\_\_\_\_ Position: \_\_\_\_\_

Candidate Phone Number: \_\_\_\_\_ Which school? \_\_\_\_\_

Candidate Address: \_\_\_\_\_

Date(s) of Interview(s): \_\_\_\_\_

Name(s) of Interviewed Applicant(s): \_\_\_\_\_

Names of Interview Committee Members: \_\_\_\_\_

Is Candidate a current or previous Petoskey School employee?  Yes or No

Is Candidate retired from the Michigan Public School system?  Yes or No

Is Candidate a current or previous EDUStaff employee?  Yes or No

If yes to any of the above, give details (Petoskey Schools, another district or EDUStaff) including what, where, when): \_\_\_\_\_

Strengths of Candidate: \_\_\_\_\_

Any reservations regarding Candidate: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Hours of Work: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_ (ie: 8:00-3:00)

Comments: \_\_\_\_\_

## ***For Human Resources Department only:***

Highly Qualified per NCLB/State?  Yes  No  Not Applicable

If **yes**, describe specifically how candidate meets H.Q. requirement: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teaching and Learning Director's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***NOTE: Remember to return all resumes/applications related to the posting of this position (if applicable) to the Superintendent's office.***