



HIRING SUMMARY FORM – NON TEACHING STAFF

JOB POSTING NUMBER: _____

Position: _____

School: _____

Full-Time _____ hours/week

Part-Time _____ hours/week

Permission For Agreement:

Date Permission Received from Board Official: _____

Verbal Agreement Reached: _____
Date Time

Name of Board Official: _____

Reason(s) for Recommendation: _____

Recommended Start Date: _____

Recommendation and Hiring: (only applicable for Designated Early Childhood Educators)**

I have verified that _____ is a member in good standing of the
College of Early Childhood Educators.

EMPLOYEE DATA

Name: _____
Surname Given Name(s)

Address: _____

Telephone: _____ Email: _____

Documentation	N/A	Pending	Attached	On File
Application Listing and Short Listing Form				
Application Form				
Resume				
Summary of Interview Responses				
Interview Rating Form				
Reference Checks				
Original Criminal Records Check with Vulnerable Sector Screen				
TB Skin Test				

APPROVAL

Hourly Rate of Pay: _____

Recommendation for Hiring: _____
Signature of Superintendent

Date: _____
Signature of Human Resource Administrator

Letter of Appointment Sent: _____