

FRANKLIN COUNTY SCHOOL DISTRICT

Meadville, Mississippi

TO: Franklin County Board of Education
FROM: _____, Principal and Committee Chairperson
DATE:
RE: Recommendations for _____ Position

The Screening Committee for the position of _____ at the Franklin _____ has considered _____ applicants and offered interviews to _____ applicants. Members of the committee were as follows: _____, _____, _____, _____, and me as Chairperson.

The committee considered the credentials of each individual who made application for the position. The committee found that all applicants had some very positive attributes to be considered.

After careful consideration of applications, review of resumes and transcripts, and conducting interviews and thorough reference checks, the selection committee recommends _____ for the position of _____.

All selection procedures as outlined in the Policies and Procedures Manual have been followed in the selection process. I have attached a list of all applicants by race and gender, with an indication of their status for your information and for the file.

Thank you for your consideration of the above recommendation. Please contact me for any questions you may have about the recommendation or about the selection process.

We concur with the above recommendation for employment.

_____, Principal _____
Date

Approved

Mr. Ray Carlock, Superintendent _____
Date

FRANKLIN COUNTY SCHOOL DISTRICT

Meadville, Mississippi

Personnel Recommendation

Name: _____

Address: _____

POSITION: _____

SCHOOL: _____

PREVIOUS EXPERIENCE:

Name of Business/Company	Position	Employment Dates (Beginning Date- Ending Date)

EDUCATION:

Name of College or University	Degree Received

LENGTH OF CONTRACT: _____ Months

RECOMMENDATION: It is recommended that _____ be employed as _____ at the _____ at a salary in accordance with the salary schedule at the Franklin County School District effective _____. Employment selection procedures set forth in the Policies and Procedures Manual were followed in this selection process.