

**North Adams Public Schools
Hiring Recommendation Form**

Date: _____ **Position:** _____ (HR-attach job posting)

Recommended Applicant: _____

School/Department: [] Brayton [] Greylock [] Colegrove Park [] Drury [] Student Support Services
[] Central Office [] Buildings & Grounds [] Food Services [] Pre-K

Reason for Vacancy: [] New [] Transfer [] Replacement for: _____

Proposed Start Date: _____

Number of Candidates in Pool: _____ **Number of Candidates Interviewed:** _____

<u>Interview Team</u>	
Name:	Position:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes: _____

<p><u>Does this position require access to:</u> District Email: [] Yes [] No (If yes please supply a personal email so that Sheila can send them their NAPS email information) _____ PowerSchool: [] Yes [] No Laptop: [] Yes [] No</p>

NATA Contract Position:

Regular Position Long Term Substitute Waiver to be requested* Stipend

Highest Degree: _____ Credits beyond degree _____ Step: _____

Salary: _____ FTE: _____

License #: _____ Expiration: _____

*All information for waiver requests must be submitted to the Superintendent's Office.

Teacher Assistants:

ParaPro: Yes (attach results) No Degree/Credits: _____ FTE: _____

Hours per day: _____ Days per week: _____ Hourly Rate: _____

Union Personnel (Paraprofessional, Custodian, Maintenance, Cafeteria):

Union: _____ Step: _____ FTE: _____

Hours per day: _____ Days per week: _____ Hourly Rate: _____

Non-Union Personnel:

Salary/Hourly Rate/ Daily Rate (circle one) \$ _____

Hours per day: _____ Days per week: _____

Benefits: Yes No

Funding Account Number: _____

Hiring Supervisor: _____ Date: _____

Human Resources: _____ Date: _____

(All proper documents attached & hiring check list complete before sending to the Superintendent)

Superintendent: _____ Date: _____

Payroll: _____ Date: _____

Human Resources: _____ Date: _____