

# Radford City Public Schools Recommendation for Employment/Reassignment

I am recommending the following applicant for employment/reassignment with the Radford City Public Schools for the position of: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(as it appears on the license if applicant is a license holder)

Name of Employee being replaced: \_\_\_\_\_

Reason for leaving: resigned retired leave of absence  
other? \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's email: \_\_\_\_\_

Employment Status:  Full-time  Part-time  Temporary

Hours Per Day \_\_\_\_\_

Hours Per Week \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Names of references checked: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

This recommendation for employment is contingent upon the applicants meeting all requirements for pre-employment including (if applicable) qualifying for or holding a Virginia State Teaching License and final approval by the Radford City School Board.

\_\_\_\_\_  
Building Administrator/Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

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To Be Completed by Human Resources

Effective Start Date: \_\_\_\_\_

Contract  Letter of Agreement

Budget Information: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Licensed employee:  holds VA license  applied for license  eligible and will apply within 90 days