

**SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS  
RECOMMENDATION FOR EMPLOYMENT**

**TO: Debora A. Belfield, M.Ed.  
Director of Human Resources**

**DATE:** \_\_\_\_\_

The following candidate is recommended for employment:

**Name:** \_\_\_\_\_ **Applitrak #:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Replacing:** \_\_\_\_\_  
**Work Location:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Reason for Vacancy:**

\_\_\_\_\_ **Resignation** \_\_\_\_\_ **Retirement**  
\_\_\_\_\_ **Termination** \_\_\_\_\_ **Transfer**  
\_\_\_\_\_ **New Position** \_\_\_\_\_ **Leave**

**Effective Dates: From** \_\_\_\_\_ **To** \_\_\_\_\_

Candidate is Highly Qualified in the following content area(s): \_\_\_\_\_

**REFERENCES CHECKED (Specify names and dates):**

**Director of Personnel Use only:**

**Step:** \_\_\_\_\_ **Track:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**FUNDING SOURCE/ACCOUNT #** \_\_\_\_\_

**Years Teaching Experience:** \_\_\_\_\_ **+ Years Other Experience:** \_\_\_\_\_ **=Total Credited** \_\_\_\_\_

**Highest Degree:** \_\_\_\_\_ **Additional Credits:** \_\_\_\_\_

**College Transcript and New Jersey Certification**

**Standard:** \_\_\_\_\_ **Certificate of Eligibility with Advanced Standing:** \_\_\_\_\_

**Certificate of Eligibility:** \_\_\_\_\_ **Subject Area:** \_\_\_\_\_

**Official College Transcript Provided** (If official transcript is not available, a photocopy of the transcript should be provided in the interim). **Undergraduate** \_\_\_\_\_ **Graduate** \_\_\_\_\_

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Director of Human Resources**