



# Thomas County Schools New Hire Recommendation

*To be completed by the Principal and submitted to Human Resources Specialist*

A vacancy has occurred at \_\_\_\_\_ as a result of \_\_\_\_\_.

*(name of school)*

*(a resignation, new program, new position, etc.)*

I have considered all candidates available for this position as of \_\_\_\_\_ and have determined that

*(date)*

\_\_\_\_\_ from \_\_\_\_\_ best fits the needs of the school system.

*(candidate's name)*

*(former school district)*

In support of the recommendation for \_\_\_\_\_ I have personally checked the

*(position)*

employee's references. I spoke with the following individuals: \_\_\_\_\_,

\_\_\_\_\_, and \_\_\_\_\_.

\_\_\_\_\_  
*Principal's signature*

*To be completed by the Human Resources Specialist*

I have checked the credentials of the above recommended professional. He or she

\_\_\_\_\_ holds a Georgia Teaching or Paraprofessional Certificate.

\_\_\_\_\_ is eligible for a Georgia Teaching or Paraprofessional Certificate.

\_\_\_\_\_ will be eligible for a Georgia Teaching Certificate on \_\_\_\_\_.

\_\_\_\_\_ is not eligible for a Georgia Teaching Certificate and will be hired on a waiver.

\_\_\_\_\_  
*Human Resources Specialist*

*To be completed by the Director of Administrative Services*

I have notified the following personnel:

\_\_\_\_\_ Special Education Director, if applicable. \_\_\_\_\_

*Date*

\_\_\_\_\_ Assistant Superintendent of Federal Programs, if applicable. \_\_\_\_\_

*Date*

\_\_\_\_\_ Deputy Superintendent for Finance. \_\_\_\_\_

*Date*

\_\_\_\_\_  
*Director of Administrative Services*

Request reviewed by Superintendent \_\_\_\_\_

*Superintendent*