

Herscher Community Unit School District #2

Personnel Recommendation Checklist

Name of Candidate: _____

Anticipated Start Date: _____

Position: _____

Building: _____

Direct Supervisor: _____

Dept.: _____

Hours / Day: _____ Days / Year: _____ (Reminder: 600+ hours per year = IMRF)

Indicate the # of days employee will be allotted, *if applicable*:

Sick Days: ___/year

Vacation Days: ___/year

Personal Days: ___/year

Salary/Pay Rate: \$ _____/hr

OR

\$ _____/year

IF CERTIFIED: Degree: _____ Years Prior Experience: _____ Verified in ISBE: ISBE print out attached

Salary/Pay in-line with scale/contract? Y / N *If no, Supt. signature/approval required:* _____

"Remote, theoretical exposure risk" positions list. Indicate if employee will be offered Hep B vaccine.

- | | | | | |
|-----------------------------------------------|--------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> FB/Wrestling Coach | <input type="checkbox"/> E.C. Teacher/Para | <input type="checkbox"/> Personnel who clean up blood | <input type="checkbox"/> Elem Bldg Sec | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Day Shift Cust/Maint | <input type="checkbox"/> PE Teacher | <input type="checkbox"/> Teacher of known Hep B carrier | <input type="checkbox"/> Teacher/Para with a known biter | |

Complete this section/step for the following positions: teachers, paraprofessionals, bus drivers, secretaries, library clerks, guidance counselors, social workers, speech pathologists

Faith's Law / Sexual Misconduct-Related Information Authorization of Release and Response Documents:

- Response form from each current/former employer of applicant that fits the description below*
- Public or Non-Public School
 - Employer that contracted with a Public or Non-Public school IF position included care, supervision, guidance, control of, or routine interaction with children or students.
 - Any other employer that included care, supervision, guidance, control of, or routine interaction with children or students.

NOTE: Current/Former employer(s) MUST respond to request for information WITHIN 20 DAYS of REQUEST
Response form(s) from current/former employer(s) MUST be received PRIOR TO HIRING

Attach the following items, *as applicable*:

Letter of Interest Resume Letter(s) of recommendation ISBE Printout

Other candidates interviewed: _____

References contacted: _____

Comments _____

----- FOR DISTRICT OFFICE USE ONLY -----

RECEIVED: _____

New Hire Packet Sent ___ Board Pkt ___ Letter ___
Excel Doc ___ Eval Chart ___ Contract Sheet ___
GCN Acct Created/Deactivated ___ Email IT RE Email ___

Complete and send to the District Office - no later than noon the Thursday prior to board meeting

General Background Information

You must give answers to all questions below:

- Have you ever been convicted of a criminal offense? Yes No
- Are you currently under charges for a criminal offense? Yes No
- Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No
- Within the last ten years, have you been fired from any job for any reason? Yes No
- Within the last ten years, have you quit a job after being notified that you would be fired? Yes No
- Have you ever been professionally disciplined in any state? Yes No
Means an annulment, revocation or suspension of your teaching license or having received a letter of reprimand from any agency, board or commission of state government.
- Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

If you answered 'Yes' to any of the above, provide a detailed explanation on a separate page, including dates and attach.

Your answers will be verified with appropriate police records.

This includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of 'no contest.'

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law and any convictions which have been expunged by a court for which you successfully completed an Accelerated Rehabilitative Disposition program.

Conviction is not a bar to employment in all cases. Each case is considered on its merits.

Please print and sign your name, date and include your social security number to said attached paper.

I certify that all statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: rejecting my application, withdrawing of any offer of employment or terminating my employment.

I hereby authorize previous employers to release any and all of my personnel records and to respond fully and completely to questions that officials of Herscher Community Unit School District #2 may ask regarding my prior work history and performance. I will hold such previous employers and/or their employees harmless of any and all claims that I might otherwise have against them in regard to statements made to the district. I further authorize these officials to investigate my background, now and in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize inquiries which would include information which would identify a disability, medical condition or medical history.

Printed Name of Candidate: _____ Date: _____

Signature of Candidate: X _____