Reset Form Print Form Save Form

SELMA CITY SCHOOLS
STUDENTS FIRST

HUMAN RESOURCES

PERSONNEL REQUEST FORM

Complete ALL portions of this Form

☐ **CERTIFIED** ☐ **CLASSIFIED** ☐ **LONG TERM CERTIFIED SUBSTITUTE**

School/Department: _____ Date: _____

New Unit: _____ Vacancy: _____ Advertised Position: _____ (Job Title)

Recommended: _____ Start Date: _____

New Hire ☐ Current Employee ☐ Current Assignment: _____

Est. Years of Exp ____ Estimated Salary _____**Prorated Salary _____

Prorated salary verified by CSFO _____ Date _____

Signing Bonus: ☐ Yes ☐ No **Subject**_____

Replacing: _____ End Date: _____

Retired ☐ Left System ■ Moved ■ Transferred ☐ Other ☐

Funding Source:

Foundation___ Title I: ___ Title II: ___ Local: ___ Other: ___

Code: _ _ - _- _ _ _ _ - _ _ _ - _ _ _ _ - _ _ _ _ - _ - _ _ _ _ - _ _ _ _

Applicant's Interviewed (Minimum of Three)

_____ _____

_____ _____

Principal/Department Head Signature: _____ Date: _____

FAX/SCAN E-MAIL COMPLETED FORM TO HUMAN RESOURCES DIRECTOR
Stacy H. Williams Fax: 334-874-1604 Scan: stacy.williams@selmacityschools.org

NO OTHER RECOMMENDATION FORM ACCEPTED OR NEEDED

****Contact Human Resources before offering position for estimated/prorated salary****