



# IRVINE UNIFIED SCHOOL DISTRICT

## Recommendation for Employment

District Human Resources procedures have been observed in recommending that this candidate be employed by the Irvine Unified School District.

Name \_\_\_\_\_ Position \_\_\_\_\_

School/Department: \_\_\_\_\_ Beginning Date: \_\_\_\_\_

Requisition Number \_\_\_\_\_  Replacement for \_\_\_\_\_ or  New Position

<i>Certificated</i>			<i>Classified</i>	
<i>Term of Contract:</i> <input type="checkbox"/> Full Year <input type="checkbox"/> _____ (indicate date if semester/trimester start)  Total Contract Percentage: _____			<i>Range</i> _____ <i>Step</i> _____ <i>Total Hours/Week</i> _____ (indicate hour/week by account code below) <i>Rationale for placement other than Step 1 (maximum Step 3):</i>  <input type="checkbox"/> <b>Employee is a current sub in the district</b>	
<i>Specific Assignment w/budget code(s):</i>			<i>Specific Assignment w/budget code(s):</i>	
%	Grade/Subject	Account #	Hrs/Week	Account #

### Quality Assurance Procedures:

	Date(s)	Participants (list all)
Applicant Review: (paper/electronic screening)	_____	_____
	_____	_____
	_____	_____
Interview:	_____	_____
	_____	_____
	_____	_____

*Signature below certifies the applicant database was reviewed for transfer requests at or after the posting close date.*

### Human Resources Approval:

\_\_\_\_\_

\_\_\_\_\_  
Principal/Program Administrator Signature

\_\_\_\_\_  
Date