

Advertise & Hire

POSITION TO ADVERTISE

Directions: Please complete all parts of this form. (*Maternity leaves must have an Advertise & Hire form completed.*)

Category of Employee: _____ Licensed or _____ Classified

Do not advertise this position because _____
(Licensed positions that close after the first day of school are considered INTERIM and do not have to be advertised.)

School/Location: _____ Position (Math, English, Asst., etc.) _____

Endorsement codes or qualifications needed for position (105, 401, etc.) Please list ALL required endorsement codes of qualifications for the position: _____

New position? Yes No *If no, name of current employee in this position: _____

Reason current employee is vacating position: Resigning Employee is currently interim
 Transferring Other _____

***If employee is resigning, a signed letter of resignation with effective date must be turned in to the Director of Human Resources before the position can be advertised.**

*Has the employee turned in a letter of resignation and completed paperwork at CO? Yes No
FORMCHECKBOX

***If the employee is transferring to another advertised position, you will also need to fill out the Employee to Hire section for the transferring employee.**

Will this position be interim? Yes No N/A ***If yes, why will this position be interim?**
*Teacher on leave of absence **FORMCHECKBOX**
Is the exiting teacher tenured? Yes No N/A *Hired after first instructional day
*Other _____

Will the exiting employee remain a DCBOE employee? Yes No *If yes, what will be the exiting employee's job?

Submitted by Principal _____ Date _____ Approved by Director _____ Date _____

After filling out the "Position to Advertise" section, forward or mail the original to the HR Department and keep a copy for your files. HR will get the appropriate signatures. When an employee is selected for the position, the original will then be completed by filling out the "Employee to Hire" section with HR Director. Appropriate signatures will be obtained and a copy of the completed form will be scanned or sent to the principal.

RECOMMENDED EMPLOYEE TO HIRE

No Employee is hired until this form is completed, approved and signed.

NAME: _____ Is he/she? A new licensed employee A new classified employee

A tenured teacher transferring to this position A current certified/classified employee transferring to this position.
 A tenured teacher transferring to an interim position
 EMPLOYEE has completed an application and it is on file with the HR Department.

What **specific** position will the new employee hold? (EX - Teaching 6th grade science, Bus Driver, Maintenance Worker, etc.)

***If a current employee is transferring to a new position, you will need to fill out a Position to Advertise form for their old position.**

If this is a new employee, he or she will be contacted by the Human Resources Office to complete all required paperwork for employment. Have you informed them when they are to report to orientation: Yes No **Assigned Orientation**

Date: _____

Please give the exact date the employee will begin work: _____

Submitted by Principal _____ Date _____ Approved by Supervisor/Director _____ Date _____