



DICKSON COUNTY SCHOOLS

Advertise & Hire Form

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 Other, please specify: _____

*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 ___

*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 ___ Hired after first instructional day ___ Other ___

If Other, please specify: _____

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 _____

For Office Use Only

HR: ___ PR: ___ DOS: ___

Final Approval: _____

Director of Schools