



**Horizon School Division
Support Staff
Recommendation for Hire**

Work Location: _____ Competition Number: _____

Position Classification: School Library Support Assistant Maintenance
 School Admin Support (Secretary) Caretaker Other _____
(CYCW, FSLC, DO Position)

Shortlisted Candidates: _____

Members on Interview Committee: _____

Criteria used to Hire (feel free to attach profile and interview questions): _____

Successful Candidate: _____

Start Date: _____ End Date: _____ Contract Required: Yes No

Type of Position: Regular Temporary - Name of person replacing _____
 Full Time Part Time Casual

Total Assigned Hours: _____ Equivalent FTE: _____ Timetable Attached? Yes No

Probationary Period (120 Calendar Days) No Yes, Ends: _____

Grid Placement Recommendation: _____
(For Initial Hire (new to Horizon) - speak with Payroll Coordinator & attach copies of certificates & proof of prior experience)

Comments/changes from initial posting: _____

Currently at another Horizon School? No Yes, Where: _____

Under contract elsewhere? No Yes, Where: _____



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The Principal should advise the successful candidate that additional documentation will be required by Human Resources Department, including but not limited to: Child Intervention Check, Criminal Record Check (with vulnerable sector check if potential of working directly with students)

Principal/Site Manager

Date

For Division Office use Only

Forms Required: ASEBP LAPP RRSP Other _____

Division Office Approval

Date