

**CERTIFICATED EMPLOYMENT FORM
RECOMMENDATION FOR CONTRACTED POSITION**

Employee Information

Name: _____ SSN/ID# _____ DOB: _____
Address: _____ City: _____ CA ZIP: _____

Position Information

Position #: _____ Position Title: _____
Dept/Program: _____ Supervisor: _____
Place of Assignment: _____ Grade: _____ Class Type: _____
Actual Work Days/Term of Service: _____ of _____ Hrs/Day: _____ Days/Wk: _____
Desired Start Date: _____ (Must be future date) End Date: _____

Authorize Hepatitis B vaccination: Yes No
Stipends (select all that apply): Qualifying work location Resource Specialist E.D. Classes (Spec. Ed.)
 Non-Residential (Alt. Ed.) Lead Teacher (Alt. Ed.) Site Supervisor (Child Dev.)
 Auto (Administrative) Other: _____

Budget Account(s)/Percentages:
_____%
_____%
_____%

Recommendation prepared by: _____ Date: _____

Fingerprint clearance by the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Completed by Human Resources

Date employee contacted: _____ Date DOJ Cleared: _____
Assignment is to be: Admin/Non-tenured Probationary I or II Short Term Contract
 PIP/STSP/Waiver Intern Retiree/Categorical

For Credentials Use:

Primary Credential _____ Type _____ Expiration Date _____
Secondary Credential _____ Type _____ Expiration Date _____

REQUIRED SIGNATURES: To be obtained in order listed.

Program Director: _____ Date: _____
Administrator: _____ Date: _____
H/R Administrator: _____ Date: _____
Is this appointment covered by the current budget? ___ Yes ___ No
Budget Review: _____ Date: _____
CBO: _____ Date: _____
Assoc/Asst. Superintendent: _____ Date: _____
Timekeeper Payroll Retirement Personnel File Program/Department