

REQUEST FOR EMPLOYMENT OF CERTIFICATED PERSONNEL

SCHOOL YEAR: 20__ - 20__

NO EMPLOYMENT AGREEMENT MAY BE GIVEN WITHOUT PRIOR APPROVAL OF THE ASSISTANT SUPERINTENDENT OR RELIGION CERTIFICATION SUPERVISOR

SCHOOL _____ **DATE** _____
Person to be Replaced _____ Position _____
Column _____ Step _____ Total Compensation _____
Reason for Replacement _____
Person Requested _____ Religious Affiliation _____
Position _____ Subject Areas _____

PROFESSIONAL QUALIFICATIONS

	Yes/No			Yes/No
BA/BS		Major:	Minor:	Copy of BA/BS
MA/MS		Field		Copy of MA/MS
Calif. Sec. Cred.		Expires		Copy of Cred.
L.A. Rel. Cert.		Year Certified		Copy of Cert.

Number of Units Beyond BA/BS: _____ Number of Units Beyond MA/MS: _____

TEACHING EXPERIENCE:

School _____ from _____ to _____
School _____ from _____ to _____
School _____ from _____ to _____

Total years of teaching experience: Within Archdiocese _____ Outside Archdiocese _____
(Maximum 15 yrs. may be credited. Refer to placement guidelines.)

OTHER WORK EXPERIENCE/DATES: _____

OTHER INFORMATION:

DATE:

Fingerprints collected and submitted to the Department of Justice _____
Clearance Records received from the Department of Justice _____
Virtus training compliance satisfied _____
VPIN information entered and verified _____

REFERENCE CONFIRMATION – All former principals must be contacted by receiving principal

School Official Making Contact	Person Contacted/Title/Position	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PROPOSED SALARY

Column _____ Step _____ Base Salary _____
Additional Compensation _____ for _____
Additional Compensation _____ for _____

TOTAL COMPENSATION _____ **DATE EFFECTIVE** _____

Principal _____ Date _____ Assistant Superintendent/
Religion Certification Supervisor _____ Date _____

*Please return this form to the Assistant Superintendent or Religion Certification Supervisor.
Retain a completed and signed copy in the employee's personnel file.*

