

Herscher Community Unit School District #2

Personnel Recommendation Checklist

Name of Candidate: _____ Anticipated Start Date: _____
Position: _____ Building: _____
Direct Supervisor: _____ Dept.: _____

Hours / Day: _____ Days / Year: _____ *prorated if hired after start of year (Reminder: 600+ hours per year = IMRF)

Retirement Status. Is the candidate RETIRED? ☐ Yes** ☐ No IF YES, list if retired with ex: IMRF, TRS etc. _____

Indicate the # of days the employee will be allotted, if applicable: (*prorated if hired after start of year)

Sick Days: ____/year

Vacation Days: ____/year

Personal Days: ____/year

Salary/Pay Rate: \$ _____/hr OR \$ _____/year

IF CERTIFIED: Degree: ____ Years Prior Experience: ____ Verified in ISBE: ☐ ISBE assignments screen print out attached

IF EXTRA-CURRICULAR/COACH/SPONSOR: Group in CBA: ____ This will be Year: ____

Salary/Pay in line with scale/contract? Y / N If no, Supt. signature/approval required: _____

"Remote, theoretical exposure risk" positions list. Indicate if the employee should be offered Hep B vaccine:

- | | | | | |
|---|--|---|--|--------------------------------|
| ☐ FB/Wrestling Coach | ☐ E.C. Teacher/Para | ☐ Personnel who clean up blood | ☐ Elem Bldg Sec | ☐ Nurse |
| ☐ Day Shift Cust/Maint | ☐ PE Teacher | ☐ Teacher of known Hep B carrier | ☐ Teacher/Para with a known biter | |

Complete this section/step for the following positions: teachers, paraprofessionals, bus drivers, secretaries, library clerks, guidance counselors, social workers, speech pathologists

Faith's Law/Sexual Misconduct-Related Information Authorization of Release and Response Documents:

- ☐ Response form from each current/former employer of the applicant that fits the description below*
- Public or Non-Public School
 - Employer that contracted with a Public or Non-Public school, IF position included care, supervision, guidance, control of, or routine interaction with children or students.
 - Any other employer that included care, supervision, guidance, control of, or routine interaction with children or students.

NOTE: Current/Former employer(s) MUST respond to the request for information WITHIN 20 DAYS of REQUEST.
Response form(s) from current/former employer(s) MUST be received PRIOR TO HIRING.

Attach the following items, as applicable: ☐ Letter of Interest ☐ Resume ☐ Letter(s) of recommendation

Other candidates interviewed: _____

References contacted: _____

Comments _____

----- FOR DISTRICT OFFICE USE ONLY -----

RECEIVED: _____

New Hire Packet Sent ____ Board Pkt ____ Letter ____
Excel Doc ____ Eval Chart ____ Contract Sheet ____
GCN Acct Created/Deactivated ____ Email IT RE Email ____

Complete and send to the District Office - no later than noon the Thursday prior to board meeting

General Background Information – Provide to Candidate

You must give answers to all questions below:

Have you ever been convicted of a criminal offense? ☐ Yes ☐ No

Are you currently under charges for a criminal offense? ☐ Yes ☐ No

Have you ever forfeited bond or collateral in connection with a criminal offense? ☐ Yes ☐ No

Within the last ten years, have you been fired from any job for any reason? ☐ Yes ☐ No

Within the last ten years, have you quit a job after being notified that you would be fired? ☐ Yes ☐ No

Have you ever been professionally disciplined in any state? ☐ Yes ☐ No

Means an annulment, revocation, or suspension of your teaching license, or having received a letter of reprimand from any agency, board, or commission of state government.

Are you subject to any visa or immigration status that would prevent lawful employment? ☐ Yes ☐ No

If you answered 'Yes' to any of the above, provide a detailed explanation on a separate page, including dates, and attach.

Your answers will be verified with appropriate police records.

This includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of 'no contest.'

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law and any convictions which have been expunged by a court for which you successfully completed an Accelerated Rehabilitative Disposition program.

Conviction is not a bar to employment in all cases. Each case is considered on its merits.

Please print and sign your name; date and include your social security number to said attached paper.

I certify that all statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for rejecting my application, withdrawing any offer of employment, or terminating my employment.

I hereby authorize previous employers to release any and all of my personnel records and to respond fully and completely to questions that officials of Herscher Community Unit School District #2 may ask regarding my prior work history and performance. I will hold such previous employers and/or their employees harmless from any and all claims that I might otherwise have against them regarding statements made to the district. I further authorize these officials to investigate my background, now and in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize inquiries which would include information which would identify a disability, medical condition, or medical history.

Printed Name of Candidate: _____ Date: _____

Signature of Candidate: X_____

Received: _____