

**RECOMMENDATION FOR EMPLOYMENT FORM – For Perm, LTOs, Temps & Casuals****SECTION A - Information**☐ Occasional/Temporary☐ Probationary

Position: _____

* If Occasional/Temporary - Name of person being replaced: _____

Competition No.: _____

SECONDARY ONLYSemester 1Semester 2

No. Sections _____

TOTAL FTE: _____

ELEMENTARY / SUPPORT STAFF

TOTAL FTE: _____

Ont. College of Teachers No. _____

E.C.E College No. _____

NTIP?

☐ Yes☐ No

MEN NUMBER: _____

Temporary Letter of Approval Required? ☐ Yes

(If yes, proceed with Application for a TLA: Form on DocuShare)

Letter of Permission Required? ☐ Yes

(If yes, proceed with LOP Request to Director and HR – Declaration form on DocuShare)

Principal's Signature _____

Date _____

Please also add to the following supply lists: ☐ Elem. Teacher ☐ Sec. Teacher ☐ EA ☐ DECE ☐ Secretary

School / Location: _____

Start Date: _____ End Date: _____

(If Occasional / Temporary / Permanent with end date)

NAME: _____ DOB: _____

Address: _____

Town/City: _____ Postal Code: _____

Home Phone: _____ Cell: _____ Email: _____

SECTION B - Documentation

The Board has received documents to verify the following:

☐ Certificate of Good Health (Custodial Positions)☐ Copy of Diploma (Support Staff)☐ Vulnerable Sector Screening Check – IF NEW EMPLOYEE: current VSS (within 6 mos)? ☐ Yes ☐ No☐ Member in Good Standing with the Ontario College of Teachers☐ Member in Good Standing with the Ontario College of Early Childhood Educators**Note:** All offers of employment are conditional, subject to the receipt of the appropriate mandatory documents.**SECTION C: Recommendation**

I recommend the Employee listed in Section A be hired by DSB1.

• Interview conducted? ☐ Yes ☐ No• References checked? ☐ Yes ☐ No

Date of Hire: _____ Time: _____

Name (Principal / Manager / Coordinator) _____

Signature _____

To be emailed to Human Resources after completion of Sections A + B + C

Date: _____

SECTION D - Approval

Name (Human Resources) _____

Signature _____

Email: HumanResources@dsb1.ca

Fax (if email unavailable): 1-705-264-7034

Date: _____