

Garfield County School District - Hiring Authorization		
	DATE SUBMITTED TO DISTRICT OFFICE:	
1	NAME OF SCHOOL:	
2	NAME OF POSITION:	
3	IS IT A NEW POSITION:	YES <input type="checkbox"/> NO <input type="checkbox"/>
3a	IF NO , WHO HELD THIS POSITION PREVIOUSLY?	
3b	PREVIOUS EMPLOYEE'S RESIGNATION DATE?	
3c	DO YOU WANT TO ADVERTISE <i>IN HOUSE</i> FIRST?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	IS THIS A CERTIFIED OR CLASSIFIED POSITION?	CERTIFIED <input type="checkbox"/> CLASSIFIED <input type="checkbox"/>
4a	CERTIFIED SALARY SCHEDULE -	STEP LANE BENEFITS YES <input type="checkbox"/> NO <input type="checkbox"/>
4b	CLASSIFIED SALARY SCHEDULE -	HOURS PER DAY HOURS PER WEEK
4c	STEP LANE	BENEFITS YES <input type="checkbox"/> NO <input type="checkbox"/>
SCREENING AND/OR HIRING COMMITTEE MEMBERS		
5		COMMUNITY COUNCIL MEMBER
5a		District Employee
5b		District Employee
5c		
5d		
ATTACHMENTS		
Done?		
	6. IF THIS IS NOT A NEW POSITION, ATTACH A SIGNED RESIGNATION FORM FROM THE PREVIOUS EMPLOYEE, INCLUDE THEIR TERMINATION DATE.	
	7. COMPLETED DISTRICT APPROVED JOB DESCRIPTION INCLUDING SPECIFIC REQUIREMENTS UNIQUE TO THIS POSITION, SALARY EXPECTATIONS, EXPECTED STARTING DATE.	
	8. ATTACHED COPY OF SCREENING DOCUMENT. (MUST RELATE TO INFORMATION THAT COMES FROM A COMPLETED GARFIELD COUNTY SCHOOL DISTRICT APPLICATION FORM)	
	9. ATTACHED SAMPLE INTERVIEW QUESTIONS AND INTERVIEW RATING DOCUMENT. QUESTIONS MUST RELATE DIRECTLY TO JOB DESCRIPTION.	
	10. HAVE YOU LISTED SCREENING AND/OR HIRING COMMITTEE MEMBERS IN #5? DISTRICT OFFICE WILL REVIEW ALL HIRING PROCEDURES FOR EACH POSITION.	
REQUEST AND APPROVAL SIGNATURES		
	11. PRINCIPAL OR DIRECTOR:	
	12. BUSINESS ADMINISTRATOR:	
	13. SUPERINTENDENT:	