



Northern Kentucky Cooperative for Education Services

5516 EAST ALEXANDRIA PIKE
COLD SPRING, KENTUCKY 41076
859.442.8600

RECOMMENDATION FOR EMPLOYMENT / PERSONNEL ACTIONS

Incomplete forms will not be processed - Submit with completed application for employment and current teaching certificate (If they do not have a Kentucky certification, you must include original transcripts from each college attended.)

SUBMIT TO: AMY RAZOR, EXECUTIVE DIRECTOR

FROM: Signature DATE:

Name: SS #
Phone # Position:
Program: Replacing:
Start Date: Salary /year or Hourly per hr

Certified: Full-time Part-time Substitute Temporary
Rank Certificate Type: Exp (years)
(Attach copy of certificate/transcripts/Alternative Certification Plan documentation)

Classified: Full-time Part-time Substitute Temporary
High School Diploma GED Associate Degree or Higher (transcript(s) attached)

All employment recommendations must be submitted on this form. Please submit completed application and return to the Executive Director for approval.

For Finance Office Use Only

Approved by Executive Director Date

Received by HR Coordinator Date

Date Contract Prepared: Contract Accepted by Candidate: