

## RECOMMENDATION FOR EMPLOYMENT PROCEDURE

1. Save Recommendation for Employment Form to your desktop.
2. Complete Teacher Name (First and Last Name).
3. Complete School Name.
4. Complete Name of Recommended Para (First Name, Middle Initial and Last Name).
5. Complete requested start date.
6. List three references and rate each reference from 1-5; 1 being the lowest and 5 being the highest.
7. Check whether this request has been endorsed by your Building Administrator.
8. List Building Administrators Name.
9. List any comments or concerns that you may have.
10. Make sure all blanks are completed.
11. Submit this completed form via email to your Regional Administrator.
12. Upon receipt, the Regional Administrator will be in contact with you regarding the approval.
13. Once approval process is complete, fill out Page 2 and email to Mecca Riggle at the Central Office, [mriggle@anwcoop.com](mailto:mriggle@anwcoop.com) .