

School District of Williamsburg County

Post Office Box 1067 – Kingstree, South Carolina 29556

Telephone (843) 355-5571 Fax (843) 355-3213



RECOMMENDATION FOR HIRE/TRANSFER

The person whose name appears below is being recommended for a position to another position within the Williamsburg County School District. This recommendation is in accordance with district allocations. The position was advertised/posted, applications were screened, applicants were interviewed, and the school district's AA/EOE practices were used in making this recommendation.

NAME OF CANDIDATE:

POSITION:

REPLACING:

RECOMMENDED SALARY:

SALARY SCHEDULE/
BASIS USED:

ACCOUNT NUMBER:

VACANCY NUMBER:

(vacancy # for district purpose only)

RECOMMENDED CHANGE
DATE:

NUMBER OF
CONTRACT DAYS:

RECOMMENDATION:

Please be advised that your signature below verifies that this is your recommendation for employment as the appropriate supervising administrator.

Signature of Principal / Director

Date

DISTRICT ADMINISTRATORS:

Please be advised that your signature below verifies your approval of the above recommendation for employment as it relates to your area of responsibility.

Signature of Director's Supervisor (if applicable)

Date

Signature of Director of Human Resources

Date

Signature of Chief Financial Officer

Date

Signature of Superintendent

Date

Stipulation(s) for employment if applicable:

☐ SDE Certification	☐ Board Approval	☐ Other
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Comments:

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