



Two Hour-A-Day Custodian/School Assistant Position
Recommendation Form at School/Facilities
OPS-F020

\_\_\_\_\_ has applied for a 2-hour-a-day (select one:
[ ] Custodian or [ ] Cafeteria Monitor or [ ] School Assistant) position at
\_\_\_\_\_
(School/Department)

The applicant interviewed for this position on \_\_\_\_\_
(Date)

Please check below to confirm the required items are attached to this form:

- [ ] Employee's attendance report
[ ] Employee's last annual performance evaluation

Recommendations:

Driver Programs Manager: Approval: [ ] Disapproval: [ ]
Signature \_\_\_\_\_

Building Services Manager: Approval: [ ] Disapproval: [ ]
Signature \_\_\_\_\_

Student Transportation Manager: Approval: [ ] Disapproval: [ ]
Signature \_\_\_\_\_

Principal: Approval: [ ] Disapproval: [ ] N/A: [ ]
Date Reviewed \_\_\_\_\_

This individual is Approved [ ] or Disapproved [ ] for this position, and the decision has
been communicated with the individual.
The effective date of the add on position is \_\_\_\_\_.

Chief Operations Officer: \_\_\_\_\_ Date: \_\_\_\_\_
(Signature)
For HR Use ONLY
Position Title: \_\_\_\_\_ Position JCC: \_\_\_\_\_ PC Number: \_\_\_\_\_

Director of Classified Employment

Date