

revised March 2010	Sharon Public Schools	
Purple form	Personnel Transaction Form	
FORWARD this form and the following list of items to the SUPERINTENDENT'S OFFICE PRIOR TO HAVING THE CANDIDATE CALL FOR APPT. (call 781-784-1570 X 5)		
Volunteers need YELLOW areas only		
(X in the box)	Checklist of attachments:	Checklist of required signoffs that are attached:
<input type="checkbox"/>	Resume	<input type="checkbox"/> CORI page SIGNED with Copy of a good Picture ID.
<input type="checkbox"/>	Copy of posting	<input type="checkbox"/> Copy is SIGNED by employee verifying ID.
<input type="checkbox"/>	* Copies of Certifications	<input type="checkbox"/> Signed Confidentiality Form or date: _____
List certification #:		<input type="checkbox"/> Conflict of Interest Receipt or date: _____
<input type="checkbox"/>	* Copies of MTEL or HOUSSE	<input type="checkbox"/> Conflict of Interest ONLINE TEST or date: _____
<input type="checkbox"/>	* Copies of all Transcripts	<input type="checkbox"/> Candidate needs an ID Badge or has one: _____
* Candidate must bring/send originals of certifications and transcripts to Central Office.		

Part I: Detail Information		Today's date:	
Name			
	Last Name		First Name
home phone:		Street Address	
Position:		Town/City	
		State, zip	
Bldg/Location:			
For Teaching Positions, list certification area(s):			
Requested Start Date:		Requested FTE	
If hrly, days per wk:		# Hrs per Wk	
Work Hours:		Proposed Pay rate:	

Part II: Administrators (Fill in ALL INFORMATION)			
This position IS in the budget.		Funding is NOT in the budget.	
Budget amount for this position:		This person replaces: OR write "NEW Position"	
Who did the Reference Check? * Attached notes will include person called, phone #, date, and comments relative to ability, attendance, work ethic, working with children, time employed (full time or part time), etc. Notes made on Resume must be complete.			
Other information or notes: Explain any Re-appointments/change in appointment including increased FTE or hrs. OR how to fund.)			