



SAN JUAN SCHOOL DISTRICT  
REQUEST FOR JOB AUTHORIZATION  
AND EMPLOYMENT

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*Part I (To be completed for job advertisement)*

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I request approval to advertise and interview for the following position:

Position \_\_\_\_\_ Source of Funds \_\_\_\_\_

Located at \_\_\_\_\_ Code \_\_\_\_\_

To Begin \_\_\_\_\_ To Terminate \_\_\_\_\_

(Please make every effort to begin with payroll start dates)

**For Classified Employees:**

Range \_\_\_\_\_ Step \_\_\_\_\_ Hours \_\_\_\_\_ Total Working Days \_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor

**Request Approved by:**

\_\_\_\_\_  
Program Director (If applicable)      Date

\_\_\_\_\_  
Human Resources Director      Date

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*Part 2 (To be completed for contract)*

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*I have interviewed and selected the following applicant for the position identified above:*

Applicant: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

*Has this person worked in the District before?* \_\_\_\_\_

*If yes, when, where & position held:* \_\_\_\_\_

*This employee will be replacing \_\_\_\_\_ who is transferring or terminating (please circle one and submit paperwork on individual).*

*This is a new position.*

**For Licensed Employees:** Schedule \_\_\_\_ Lane \_\_\_\_ Step \_\_\_\_ Total Working Day \_\_\_\_

**I understand that employment will not become effective until this request form is signed by the Program Director (if applicable) and the Human Resource Director. The School District will assume no responsibility for persons employed other than through this procedure. I have also attached the job title/description, screening criteria, the hiring matrix, and interview questions. I certify that the process was done in accordance with district policy.**

\_\_\_\_\_  
Principal/Supervisor      Date

- Job Title/Description*
- Screening Criteria*
- Hiring Matrix*
- Interview Questions*

***EMPLOYMENT REQUEST APPROVED BY:***

\_\_\_\_\_  
Program Director (If applicable)      Date

\_\_\_\_\_  
Human Resources Director      Date