

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES

APPROVAL PROCESSING REQUEST

Instructions: Completion of this form is required to process the candidate. Complete a separate form for each candidate to be processed. Fax the completed form to the Human Resources Office at 941-927-4020 or email to HR.Frontdesk@sarasotacountyschools.net.

Non-Board appointed prospective candidates must have a completed application on file with Human Resources before they can be processed. Hiring forms are processed electronically.

Human Resources will contact the candidate via email. Do not send the candidate to the Human Resources Office.

School/Department _____

Legal Last Name _____ Legal First Name _____

Nickname/Other Name _____

WinOcular Personal Identification No. _____ OR Last 4 Digits of SSN XXX-XX-_____

Is candidate a High School Student? Yes No

Is candidate new? Yes No Is candidate returning/rollover? Yes No

Position:

- | | |
|--|---|
| <input type="checkbox"/> Substitute Nurse | <input type="checkbox"/> After School Care |
| <input type="checkbox"/> Substitute Food Service | <input type="checkbox"/> VPA |
| <input type="checkbox"/> Substitute Custodial | <input type="checkbox"/> Supplement |
| <input type="checkbox"/> Substitute IT | <input type="checkbox"/> 0145 Instructional Contract Position |
| <input type="checkbox"/> Substitute Bus Driver | <input type="checkbox"/> 0145 Non-Instructional Contract Position |
| <input type="checkbox"/> Substitute Bus Aide | <input type="checkbox"/> Teaching Intern |

My name and date entered in the appropriate spaces below will serve as an electronic signature and will be considered an original when printed from electronic records.

Cost Center Head/Area Supervisor Name (Print) Cost Center Head/Area Supervisor Signature Date