

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES

APPROVAL/PROCESSING REQUEST
FOR NON-SCHOOL BOARD APPOINTED EMPLOYEES

Instructions: Completion of this form is required to process the candidate. Complete a separate form for each new non-School Board appointed employee as listed below. Fax completed form to the Human Resources Office at 941-927-4020 or email to HR.Frontdesk@sarasotacountyschools.net.

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 Name

Last Name _____ First Name _____

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

Is candidate a High School Student? Yes No

Position:

Substitute Food Service Substitute Custodial

After School Care Substitute IT

VPA Adjunct Supplement

0145 Instructional Contract Position 0145 Non-Instructional Contract Position

Cost Center Head/Area Supervisor Name _____

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 Signature Date