

FORM I

TO: MICHAEL COX
CHIEF HUMAN RESOURCE OFFICER

Revised 2025

FROM:

DATE:

RE: RECOMMENDATION FOR ELECTION – CERTIFICATED STAFF

VERY IMPORTANT: ALL INFORMATION MUST BE PROVIDED BEFORE APPROVAL CAN BE GRANTED. All recommendation forms must be sent to the Title I, Elementary, Secondary Director or Executive Director of CTE for a signature. They will then forward to the Chief Human Resource Officer.

As per hiring procedures of the Vigo County School Corporation, consideration was given to the following candidates for my teaching vacancy:

By Credentials Only	Date	By Credentials then Interview	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Based on these interviews, I recommend the following candidate:

Name: _____ SS # _____ - _____ - _____ Date of Birth _____ Race _____

M/F for the position of _____
Sex _____ Grade/Subject/Other _____ Vacancy # _____

at _____ replacing _____
Building/Department _____ Previous VCSC position _____

This assignment will be on a _____ contract for
Temporary or Regular

_____, effective _____
Length of assignment _____ Date _____

Primary reasons for recommendation _____

I certify that this recommendation does not violate Policy 1130: Conflict of Interest.

Thank you for your consideration in this matter.

FOR HUMAN RESOURCES OFFICE USE ONLY:

Approved by: _____
Chief Human Resource Officer Date Director Date