

**COLUMBUS MUNICIPAL SCHOOL DISTRICT  
SUPPLEMENT TO RECOMMENDATION FORM**

**ALL APPLICANTS THAT MEET QUALIFICATIONS MUST BE INTERVIEWED**

(Note: Staple a copy of this form to the Recommendation Form and send to the Personnel Office along with their application. This form must be completed before personnel recommendation can be submitted for board approval.)

Position/Location \_\_\_\_\_

Name /address/phone number of recommended applicant: \_\_\_\_\_

Reasons for selecting this candidate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References checked on this applicant:

Name/Position of Reference      1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

Other candidates interviewed/reviewed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were minority candidates available to consider?     yes     no    If yes, list candidates interviewed:

\_\_\_\_\_

\_\_\_\_\_

Names of (3) committee members on interview team: \_\_\_\_\_

\_\_\_\_\_

Note: After the recommended applicant has been approved, I understand that I must notify those interviewed and not hired.

\_\_\_\_\_  
Principal/Supervisor's Signature

CC: Edna McGill, Interim Superintendent of Education

\_\_\_\_\_  
Date

**Revised 02/06/14**