

Kaneland Community Unit School District #302
47W326 Keslinger Road
Maple Park, IL. 60151

Phone: (630) 365-5111
Fax: (630) 365-9428

**Employment Recommendation Form
Educational Support Personnel**

Name _____

Building and Position Recommended _____

Previous employment at Kaneland ___ Yes ___ No Year _____

Rate of Pay _____

Start Date _____

End Date if Temporary _____

Days Worked if Not Mon – Friday

Number of Hours Worked per Day _____

Beginning & Ending Time Each Day _____

Recommended By:

Principal/Administrator Building Date

Final Approval/Salary Schedule Placement:

Human Resource Office Signature Date

*Original to Human Resource Office