

Board of Education Recommendation

Name: _____
School: _____
Position: _____
Cell #: _____

Teacher Certification _____
Subject Area _____
Course Work (Transcripts) _____
CPR/AED/First Aid _____
Concussion Management _____
Child Abuse _____
Dignity Act Training _____

If No Valid Teaching Certification:

Temporary License Volunteer: this has to be completed _____

If Temporary License Application Please Attach Documentation Listed Below:

Fingerprints ✓ _____
Child Abuse ✓ _____
Violence Prevention ✓ _____
Course Work (Transcripts) ✓ _____
CPR/First Aid ✓ _____
Concussion Management ✓ _____
Dignity Act Training ✓ _____

DOCUMENTATION FOR ALL MUST BE ATTACHED.

Superintendent's/ Superintendent's Designee Sign-off _____

**BELLMORE-MERRICK
CENTRAL HIGH SCHOOL DISTRICT**
1260 Meadowbrook Road, North Merrick, NY 11566-1500

**REQUEST FOR BOE APPOINTMENT
Volunteer**

Date: _____

Candidate: _____

Address: _____

Phone: _____ Building: _____

Position/Title: _____

Hours to be worked: _____

Please check documents reviewed:

Comments

- | | |
|------------------------------------------|-------|
| <input type="checkbox"/> Application | _____ |
| <input type="checkbox"/> Interview Forms | _____ |
| <input type="checkbox"/> Recommendation | _____ |
| <input type="checkbox"/> 1 Reference | _____ |

All the items required for BOE appointment have been completed and are included. I hereby recommend the above named to the Assistant Superintendent of Personnel Services for an interview.

Date

Signature of Administrator

Assistant Superintendent for Personnel

For Personnel Use:

- Coaches Certification
- NYSED Clearance received on: _____
BOE Meeting Date: _____

**BELLMORE-MERRICK
CENTRAL HIGH SCHOOL DISTRICT**

Recommendation/Description of Task

Please write a complete statement regarding why this individual is being recommended as a volunteer to supplement the program:

Describe the tasks this individual will be responsible for:

Name: _____ Title: _____

Principal's signature: _____

Director's signature: _____

For departments with directors both signatures must be attained before submission.

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT

INTERVIEW SHEET – VOLUNTEER

Candidate's Name: _____ Position Applied For: _____

Date of Interview: _____ School: _____

Rate candidate by placing a check in appropriate column.	Inadequate	Adequate	Strong	Outstanding
Understanding of Position				
Experience with Children				
Judgment				
Enthusiasm				
Communication Skills				
Prior relevant experience				
Potential for Growth				

Write narrative comments
below for each of these
and other relevant qualities.

RECOMMENDATION: (Please check one category)

() CONSIDER FURTHER () NO CONSIDER FURTHER

Interviewer _____ Date Form Completed _____

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT
MERRICK, NEW YORK

Volunteer Confidential Telephone Reference

Name of Applicant: _____ Date: _____

Reference:

Name: _____ Telephone: _____

Title: _____

District/Organization: _____

Relationship to Candidate: _____

Place an (X) in the appropriate column

	<u>Inadequate</u>	<u>Adequate</u>	<u>Strong</u>	<u>Outstanding</u>	<u>N/A</u>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you employ applicant if you were responsible for hiring? Yes No

Additional Comment(s): _____

