



234 Friendship Lane  
Fredericksburg, TX 78624  
830-997-9551

Personnel Department

**FROM:**

**Date:**

**Recommending:**

**For position of:**

**Replacing:**

**Starting date or school year:**

- Interview Committee Members:** (1)  
(2)  
(3)  
(4)  
(5)

**Name of applicants interviewed and/or considered:**

- (1)  
(2)  
(3)  
(4)  
(5)

**Names of references checked and date**

- (1)  
(2)  
(3)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recommending Administrator or Supervisor

[Type here]