



ESP - PSRP REFERRAL REQUEST FORM

Current Employee / Change of Job Title

New Hire / Former Employee

Attn: _____

School/ Administrator Information (Please Print)

School Name: _____ Unit: _____ Area: _____

Job Title: _____ Job Code: _____

Position Number: _____ Effective Date: _____

Contact Person: _____ Phone: _____ Fax: _____

Principal / Administrator Signature _____ Date: _____

Employee / New Hire Information (Please Print)

Name: _____ Employee ID: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Employee / Candidate Signature _____ Date: _____

Please fax this completed form to the Office of Human Capital as indicated above. A representative from Human Capital will contact the selected candidate and schedule an appointment.

PLEASE NOTE: Candidates should not be sent to the Office of Human Capital. If you have any questions regarding a new hire request, please call 773-553-1142.

----- **OFFICE of HUMAN CAPITAL ONLY** -----

CURRENT Position /Job Information

Probational Appointment Exempt Appointment Promotion Change of Job Title Reinstatement

Job Title: _____ Job Code: _____ Position Number: _____

Pay Table Grade Step Monthly Salary Prepared By

NEW Position / Job Information

NEW Job Title: _____ Job Code: _____

Position Number: _____ Effective Date: _____

Pay Table Grade Step Monthly Salary Prepared By