



**HLWW Public Schools**  
Employment Recommendation Form

Date: September 1, 2021

Name of Applicant: April Hawkenson

Recommended By: Rachel Bender

Title of Position: School Age Care Assistant

Location: Community Education

Step/Lane: B-2-2 Step 3 SAC Assistant

Position Supervised By: Rachel Bender

Pay Rate (hourly employees): \$17.54

Position Term Description (part time, full time, year-round, school year, etc)

26.25 hours per week / before school and afterschool during school year 6:00 -7:45 am & 2:30 – 6pm Monday-Friday. Hours will be adjusted on non-school days and summer due to the needs of programming.

Is applicant replacing someone or is this a new hire? Replacing resignation from previous school year

Top Priorities for the Position:

1. Provide Safe environment for youth
2. Provide a caring environment for youth

Number of Applicants: 2

Number of Candidates Interviewed: 2

Interview Team: Rachel Bender

Educational Background of Candidate:

Associates Degree from Minot State University- North Dakota

Employment Background of Candidate:

Medical Assistant

Parent and Grandparent who helps care for youth of multiple ages

Administrative Recommendation (include qualities that applicant brings to the position): passionate about the care of children, has worked with teams, strong communication skills. Personable and engages during conversation. Expresses a desire to be employed at HLWW.

Previous Tenure (teaching positions ONLY) Yes \_\_\_\_\_ No \_\_\_\_\_

7/2/2018



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Supervisor Signature *[Handwritten Signature]* Date 9-1-21

*Office Use ONLY*

Copy to HR (prior to board meeting) \_\_\_\_\_

Copy to Employee \_\_\_\_\_ Date of HR Meeting \_\_\_\_\_

Union Steward Contacted (where applicable) \_\_\_\_\_