



**HLWW Public Schools**  
Employment Recommendation Form

Date: January 3, 2022

Name of Applicant: Cindy Munn

Recommended By: Rachel Bender

Title of Position: School Age Care Assistant

Location: School Age Care

Step/Lane: Step B-2-2 Lane 2

Position Supervised By: Rachel Bender

Pay Rate (hourly employees): \$17.21 per hour

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

School Year up to 15 hours a week, during summer 30-40 hours a week

Is applicant replacing someone or is this a new hire?

Partially replacing Brenda Behrens, since she has moved to a sub position.

Top Priorities for the Position:

1. Ability to plan, organize and coordinate a variety of lessons for children Age K-6
2. Knowledge and ability to work with a diverse population of youth of all abilities
3. Highly motivated, energetic and collaborative team member.
4. Possess excellent oral, written and interpersonal skills
- 5.

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: Rachel Bender

Educational Background of Candidate: HL-W High School Graduate. AS Degree

Employment Background of Candidate: Subbed as a para at HLWW. Volunteered to work with youth through youth groups including church and 4-H. Continues to work as a florist.

Administrative Recommendation (include qualities that applicant brings to the position):

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

Supervisor Signature  Date \_\_\_\_\_



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*Office Use ONLY*

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

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

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