



APPOINTMENT SHEET
Marlborough Public Schools
17 Washington Street
Marlborough, MA 01752

☐ New Employee ☐ Transfer - Prior Position _____

NAME

Last First Middle

PRESENT
ADDRESS

Number Street Phone #

City State Zip Code

Title of Position: _____

Actual Assignment: _____

Building: _____

☐ New Position ☐ Replacement For: _____

FTE (i.e. 1.0/.5/.25) _____ #Days/Week _____ #Hours/Day _____ #Days/Year _____

Funded By: ☐ Budget Org/Object Code _____

☐ Grant - Title _____

List Final 3 Candidates:

List Interviewers:

Effective Date of Appointment: _____

Highest Degree Held: _____

Requested Lane: _____ Step: _____ Salary: _____

Recommended By: _____ Date: _____

Signature

If PPS Position (i.e. EA;TBE;Special Ed):

PPS Director ☐ Approved ☐ Disapproved _____ Date: _____

Signature

ATTACH FULL RESUME/APPLICATION PACKAGE

☐ Approved ☐ Disapproved Superintendent of Schools _____

Approved Lane: _____ Step: _____ Salary: _____

Assistant Superintendent of Schools _____