



**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 \_\_\_\_\_