

ADW Teacher Internal Rehire

The purpose of this form is to provide notice to principals about your interest in accepting a position with another ADW school. It is the responsibility of the teacher to complete this form and obtain signatures from both principals.

Teachers that move from one school to another must re-enroll in all health benefits at the new school; the original hire date & sick leave will be recognized at the new school.

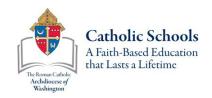
Directions for Completing the Form

- 1. Rehire at another ADW school must be requested on or before **June 30**.
- 2. Complete the personal information section.
- 3. Obtain the signature of the current principal and the principal of the school offering you a new position.
- 4. Send the form to schools@adw.org for approval. Please place in the subject line Teacher Internal Rehire. The form will be returned to you once processed by the Catholic Schools Office.

Employment Policies	Policy Number	252	
Verification of Employment –	Effective Date	11.01.2021	
Neutral Reference Policy			

An employee's supervisor, pastor, principal, agency director and the Archdiocesan Office of Human Resources designated staff are the only individuals authorized to answer inquiries about a current or former employee. The Archdiocese does not provide references regarding employment to prospective non-Archdiocesan employers. However, if a current or former Archdiocesan employee is seeking employment at another Archdiocesan location, a positive reference will be required from the employee's current or former Archdiocesan supervisor prior to employment in the new position.

Other than dates of employment and job title, no supervisor, pastor, principal, or agency director may release any information about a current or former employee to external sources, unless specifically authorized in writing by the Archdiocese Office of Human Resources and under limited circumstances.



ADW Teacher Internal Rehire Acknowledgment

Request for _____School Year

Name:	Phone:
Street Address:	
City, State Zip:	
Email:	
Current School and Location:	
Current School and Location.	
ADW New School and Location:	
Principal #1 (Principal of the current school.)	
Printed Name:	Email:
Signature:	Date:
Principal #2 (Principal of the pending new scho	ol)
Printed Name:	 ^
Signature:	
Email this form to Schools@adw.org for acknowledgr	nent
Email this form to <u>behoots(wataw.org</u> for aeknowledge	iiciit.
This document acknowledges that the teacher whose n named Archdiocesan Catholic School and seeks t Catholic School.	
The principal receiving the document is required to coapplicant prior to any offer of employment.	nfer with the current principal and verify the
ADW teacher internal rehire requires the signatures of Learning and the Associate Superintendent of Schools	
Associate Superintendent:	Date:
Assistant Superintendent:	B .
Break-In-service Yes No	
Harris Barres Chaff C'anat	D. A.
Human Resource Staff Signature:	Date: