



# OWEN COUNTY SCHOOL DISTRICT FINANCE CORPORATION

Phone (502) 484-3934  
Fax (502) 484-9095

*By serving the community through quality education, the Owen County School System will lead in the development of productive members of society*

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## RECOMMENDATION FORM SUBSTITUTE HIRING

School/District Administrator: Please complete and sign form if you feel the candidate is capable of serving in a substitute position upon completion of the interview. Please send this form to Barbara Sharp in Central Office.

DATE: \_\_\_\_\_

TO: Barbara Sharp  
Human Resources Department

SUBJECT: Recommendation to Add Employee to Substitute List

I have interviewed \_\_\_\_\_ and recommend him/her  
(name of person applying for sub)

for employment as a certified/classified substitute for the Owen County School System.  
(please circle)

\_\_\_\_\_  
(Signature and Title of Person Interviewing Substitute Candidate)

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1600 Hwy 22 East Owenton, KY 40359

*Equal Opportunity Employer M/F/D*