



Teacher Referral Program - Candidate Form

Thank you for your interest in the JPS Teacher Referral Program! Please complete this form to ensure that the referring employee receives the appropriate referral incentive.

Submission Instructions:

Please complete both sides of the form, and submit the completed form to the JPS Human Resources Department via email to [Dr. Tommy Nalls](#) or in person at **624 South President Street, Jackson, MS 39201**. Forms must be submitted at the time of application to be considered for the referral program.

Candidate Information

- Full Name: _____
- Phone Number: _____
- Email Address: _____
- Teaching Position Applied For: _____
- School Location (if any): _____
- Certification Area(s): _____
- Date of Application Submission: ____/____/____

Referring Employee Information

- Full Name: _____
- JPS Employee ID (if known): _____
- Current School/Department: _____
- Phone Number: _____
- Email Address: _____

Eligibility for Additional Incentives

(Please check all that apply)

- ☐ Candidate is applying for a **hard-to-fill position** (STEM, Special Education, etc.)
- ☐ Candidate is applying for a **high-need school placement**
- ☐ Candidate is a **previous JPS employee returning to the district**

Candidate Acknowledgment

I, _____, confirm that _____ referred me to apply
(Candidate's Name) (Referring Employee's Name)
for a teaching position at Jackson Public Schools. I understand that this information will be used to process the
referral incentive if I am successfully hired and remain employed for the required period.

Candidate Signature: _____ **Date:** ____/____/____

Referring Employee Acknowledgment

I, _____, confirm that I referred _____ to apply for a
(Referring Employee's Name) (Candidate's Name)
teaching position at Jackson Public Schools. I understand that referral incentives are contingent on the candidate's
successful hire and retention per JPS referral program guidelines.

Referring Employee Signature: _____ **Date:** ____/____/____

For HR Use Only

- **Date of Hire:** ____/____/____
- **Position Hired For:** _____
- **School Assigned:** _____
- **Hard-to-Fill Bonus Eligible?** ☐ Yes ☐ No (\$500)
- **High-Need School Bonus Eligible?** ☐ Yes ☐ No (\$500)
- **Total Referral Incentive Approved:** \$_____
- **HR Representative Name:** _____
- **HR Representative Signature:** _____ **Date:** ____/____/____