



1360 Martin Luther King Drive  
Elizabethtown, NC 28337  
United States

## Employment Memorandum

\_\_\_\_\_ is (are) recommended for  
employment subject to the following:

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Recommended by: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Employment is approved \_\_\_\_\_ Employment is denied \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Roland T. McKoy, Headmaster

*Prospective employees are not considered "hired" until Employment letter is fully  
executed by Headmaster of Paul R. Brown Leadership Academy.*