|  |  |
| --- | --- |
| **[Company Name]** |  |

## Request for Approval to Hire

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| --- |
| Applicant Information |
| |  |  |  |  | | --- | --- | --- | --- | | Requisition Number: |  | Date: |  | |
| |  |  |  |  | | --- | --- | --- | --- | | Applicant Name: |  |  |  | |  | Last | First | M.I. | |
| |  |  | | --- | --- | | Job Title: |  | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Part Time |  | Full Time |  | Permanent |  | Temporary | |  | Replacement |  | New Position |  | Hourly |  | Exempt | |
| |  |  |  |  | | --- | --- | --- | --- | | Proposed Starting Salary: |  | Start Date: |  | | Supervisor: |  | Department: |  | |
| Description of Duties: |
| |  | | --- | |  | |  | |  | |  | |  | |
| Additional Comments: |
| |  | | --- | |  | |  | |  | |  | |  | |
| |  |  | | --- | --- | |  |  | | Supervisor Signature | Date | |
|  |
| Approval to Hire |
| |  |  |  |  | | --- | --- | --- | --- | | Approved Salary: |  | Approved Classification: |  | |
| |  |  | | --- | --- | |  |  | | Department Manager Signature | Date | |
|  |
| Confirmation of Offer |
| |  |  | | --- | --- | | Offer Extended By: |  | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Status of Offer: |  | Accepted |  | Declined | |
| |  |  |  | | --- | --- | --- | | If accepted, confirmation sent to Human Resources for processing: |  |  | |