

YOUR LOGO
HERE

Company Name

Request for Approval to Hire

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: