



REQUEST TO HIRE/REHIRE

(Circle One)

To: Personnel

Date: _____

From: _____

This is to recommend hiring _____
(Name of candidate)

as _____
(Name of the position)

in _____ department.

Supervisor: _____

Proposed Starting Date on _____ {at least **two** (2) weeks from request date}

Employment Status: (please check one)

_____ Regular Full Time (**32-40 hr/wk**)

_____ Regular Part Time (**24-31 hr/wk**)

Hours per week: _____

_____ Temporary (offer until _____)

Hours per week: _____

_____ Casual Staff (**under 24 hr/wk**)

Hours per week: _____

Recommended Salary: \$ _____ /year (based on 40 hr/wk) OR \$ _____ /hr

Fringe Benefits: (please check only one)

_____ Full Package

_____ Prorated (regular part time between 24 - 31 hours/week)

_____ No Benefit

Reference Check: _____
(Please initial if done & attach references)

Approvals: _____
(Department Head)

(Executive Dir.)

Received by Personnel: _____