



# REQUEST FOR EMPLOYMENT

I am requesting approval to hire the following person:

Applicant \_\_\_\_\_ Social Sec Number \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Position \_\_\_\_\_ Source of Funds \_\_\_\_\_

Located at \_\_\_\_\_ Code \_\_\_\_\_

To Begin \_\_\_\_\_ To Terminate \_\_\_\_\_  
(Please make every effort to begin with payroll start dates)

Range \_\_\_\_\_ Step \_\_\_\_\_ Hours \_\_\_\_\_ Total Working Days \_\_\_\_\_

*I have interviewed this applicant and am submitting the following information:*

*Has this person worked in the District before? \_\_\_\_\_*

*If yes, when, where & position held: \_\_\_\_\_*

*This employee will be replacing \_\_\_\_\_ who is transferring or terminating (please circle one and submit paperwork on individual).*

*This is a new position.*

**I understand that employment will not become effective until this request form is signed by the Program Director (if applicable) and submitted to the Human Resource Administrator for final approval. The School District will assume no responsibility for persons employed other than through this procedure.**

*REQUEST APPROVED BY*

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
Program Director Date

\_\_\_\_\_  
Human Resource Administrator Date

*For Human Resource Department:*

*Hourly Rate \_\_\_\_\_*

*Total Days \_\_\_\_\_*

*Total Salary \_\_\_\_\_*

*Personnel Authorization: \_\_\_\_\_*

*Payroll*

*Program*

*File*