

“REQUEST TO HIRE”

Job Title _____ Classification _____ Salary _____

Department _____ Department Director _____

Recruitment Start Date _____ Projected Employee Start Date _____

Budget Availability Yes No

Line Item #: _____

Approved By: _____

Director of Finance

Essential Job Duties: _____

Other Responsibilities: _____

Special requirements (location, working hours, travel, ect.): _____

Qualifications (be very specific): _____

Submitted by: _____
Director Date

Approved by: _____
County Manager Date

Reviewed by: _____
Human Resource Director Date

<i>For Human Resource Department Use Only:</i>	Premium Status
<input type="checkbox"/> Less than 50K (35%/65%)	<input type="checkbox"/> More than 50K (40%/60%)