

**“REQUEST TO HIRE”**

Employee \_\_\_\_\_

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

*For Human Resource Department Use Only:*

**Premium Status**

Less than 50K (35%/65%)

More than 50K (40%/60%)