



Request for New Hire

☐ This is a new position

Position Title: _____

Department: _____

Supervisor: _____

Hours per Week: _____

Pay rate/pay range: _____

Desired Start Date: _____

☐ Job description attached or forwarded

☐ Union ☐ Non-Union

☐ Temporary ☐ Permanent

Recommended advertising methods:

Request made by: _____ Date: _____