

# Job Requisition Form

## Applicant Information

Requisition Number: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
*Last First M.I.*

Job Title: \_\_\_\_\_

- |                                      |                                       |                                    |                                    |
|--------------------------------------|---------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Part Time   | <input type="checkbox"/> Full Time    | <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input type="checkbox"/> Hourly    | <input type="checkbox"/> Exempt    |

Proposed Starting Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Description of Duties:

Additional Comments:

\_\_\_\_\_  
*Supervisor Signature Date*

## Approval to Hire

Approved Salary: \_\_\_\_\_ Approved Classification: \_\_\_\_\_

\_\_\_\_\_  
*Department Manager Signature Date*

## Confirmation of Offer

Offer Extended By: \_\_\_\_\_

Status of Offer:  Accepted  Declined

If accepted, confirmation sent to Human Resources for processing: