

# Miles College



## Request for Approval to Hire

### Applicant Information

Date: \_\_\_\_\_

Job title: \_\_\_\_\_

Part Time	Full Time	Permanent	Temporary
Replacement	New Position	Hourly	Exempt

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

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

Description of Duties:

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

### Approval to Hire

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

\_\_\_\_\_  
Vice President for Finance & Administration Date

\_\_\_\_\_  
President Date

Approved

Denied

### Comments

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***Forward To The Office Of VP For Finance & Administration For Further Processing***