Miles College

Request for Approval to Hire

Date: _____

Job title: _____

☐ Part Time ☐ Full Time ☐ Permanent ☐ Temporary

☐ Replacement ☐ New Position ☐ Hourly ☐ Exempt

Prop osed Starting Salary: **$** _____ Start Date: _____

Supervisor: _____ Department: _____

Account Number Description Amount

Applicant Information

Description of Duties: **Attach Job Description**

_____

Supervisor Signature *Date*

Approval to Hire

Approved Salary: **$**_____ Approved Classification:_____

_____

Budget Officer *Date*

_____

Sr. VP for Finance and Administration *Date*

_____

President *Date*

☐ Approved

Denied ☐

Comments