## Request for Approval to Hire

# IPW, INC.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requisition Number: | | | | | |  | | | | | | | | | | | Date: | |  | | | | | | | |
| Applicant Name: | | | |  | | | | | | | | | | |  | | | | | | | | | | |  |
|  | | | | | Last | | | | | | | | | | First | | | | | | | | | | | M.I. |
| Job title: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Part Time | | | | | |  | Full Time | | |  | | | | Permanent | | | | | | | |  | Temporary | |
|  | | Replacement | | | | | |  | New Position | | |  | | | | Hourly | | | | | | | |  | Exempt | |
| Proposed Starting Salary: | | | | | | | $ | | | | | | | Start Date: | | | |  | | | | | | | | |
| Supervisor: | | |  | | | | | | | | | | | Department: | | | | |  | | | | | | | |
| Description of Duties: | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Supervisor Signature | | | | | | | | | | | | | | | | | | | | | Date | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approval to Hire | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approved Salary: | | | | $ | | | | | | | Approved Classification: | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| Chief Director Signature | | | | | | | | | | | | | | | | | | | | | | Date | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Confirmation of Offer | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offer Extended By: | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Status of Offer: | | | | | ACCEPTED | | | | | DECLINED | | |  | | | | | | | | | | | | | |
| If accepted, confirmation sent to Human Resources for processing: | | | | | | | | | | | | | | | | | | |  | | | |  | | | |