## 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: |
|  |  |
|  |  |
| 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: | [ ]  |  |