

BACKGROUND CHECK COMPLETED: _____
 No adverse information received.
 Adverse information received.
E-invite sent: _____
Employee submitted information: _____
Initials: _____



CLASSIFIED - Only
Request to Hire
Candidate's employment application must be attached

**Henderson State University
Office of Human Resources**

This area to be completed by the hiring department:

Hiring Department: _____ Position Supervisor: _____

Position Title: _____ Grade: _____

Position #: _____ FLSA Status: _____ Title Code: _____

*Hours: _____ Hourly Rate: _____ Annual Salary: _____

*Annual Hours – 2080, 1040, 1560, etc.

Recommended Candidate: _____

Address: _____

Telephone: _____ E-mail: _____

Replacing: _____ Whose Termination Date Was: _____

If new position, source of funds: _____

Requested Start Date: _____ Account Number: _____

HSU Box #: _____ Phone Extension: _____ Office Room #/Location: _____

Approvals to be obtained by hiring department:

Signature - Department Chair/Supervisor Date
(Sign and send to Dean/Director)

Signature – Dean/Director Date
(Sign and return to Human Resources)

Approvals to be obtained by Human Resources:

Signature – Vice President Date
(Sign and return to Human Resources)

Signature – President Date
(Required for all un-budgeted positions)

Notification of approval to hire will be emailed to the Department Chair/Supervisor once it is received from the Vice President's and/or President's office. No offer of this position can be extended until you have received this approval.

** If the account number begins with "3", use the appropriate Authorization for HSU to Pay Grant Personnel Form.*

This position is subject to the personnel provisions stated in the HSU Staff Handbook, which may be accessed through our website at <http://www.hsu.edu/content.aspx?id=707>.

"I acknowledge that this job offer is contingent upon my presenting appropriate documents to Human Resources to meet HSU's I-9 employment authorization verification requirements within three (3) days of my signing this form.

I acknowledge notification of title and salary. _____
Employee Signature *Date*

ALL FIELDS ABOVE SIGNATURE LINES MUST BE COMPLETED OR APPROVALS TO HIRE WILL NOT BE OBTAINED