

REQUEST TO HIRE

Preferred Candidate's Name:			DOB:		
	Job Title		Current Campus/Center Location		
	Immediate Supervisor's Name		Department/Division		
	Check One: 🗌 Part-time	☐ Seasonal/Temp	orary 🗌 Full-time		
	Check One: 🗌 New Position	Replacement P	osition		
Reason:					
	: Pay Rate/Salary:		heck One: 🗌 Annually 🗌 Hourly		
Account/De	ot. Budget No.:				
	Immediate Sup	ervisor Acknowledge	ement		
and all nece application,	hat the above-mentioned candida ssary documentation has been a job description, resume and tran recommendation for full conside	attached for review (ind scripts (if required), et			
Immediate Sup	pervisor's Signature Date	2			
Division's Vice	President's Signature Date)			
Human Resources Acknowledgement					
	the above-mentioned employee ssary documentation required is ources).				

Director of Human Resources Signature Date

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Recommendation:

☐ Approved Denied

Comments:		
President's Signature	Date	

The following documents must accompany the "Request to Hire" form for consideration of approval by the President:

□ Completed Application for Employment

□ Official Job Description

□ Resume *(if applicable)*

Unofficial Transcripts (Official Transcripts Must Be Submitted to Human Resources Prior to the Employee's *Employment Start Date)*

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