
Human Resources Acknowledgement

I certify that the above-mentioned employee has met all necessary requirements for employment and all necessary documentation required is attached (and has been reviewed and approved by Human Resources).

Director of Human Resources Signature

Date

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*)

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: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.