



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/Temporary Full-time

Check One: New Position Replacement Position

Reason: _____

Date of Hire: _____ Pay Rate/Salary: \$ _____ Check One: Annually Hourly

Account/Dept. Budget No.: _____

Employee Acknowledgement

I certify that I meet all necessary requirements for employment (i.e., minimum qualifications, criminal background, etc.).

Employee Signature Date

Immediate Supervisor Acknowledgement

We certify that the above-mentioned candidate meets all necessary requirements for employment, and all necessary documentation has been attached for review (including the employee's job application, job description, resume and transcripts (if required), etc.). Thus, we submit this preferred candidate's recommendation for full consideration of employment.

Immediate Supervisor's Signature Date

Division's Vice President's Signature Date

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Center, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.

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*)