

REQUEST TO HIRE FORM

School:

Date of Request:

Employee Information:

First Name:

Last Name:

Middle Name:

Position Information:

Job Title:

Grades taught:

Length of position: Please choose one

This employee will be replacing (enter teacher/employee name)

This is a new position

For HR use only:

Certified

Not Certified

Not applicable

Contingency:

Salary: \$

per

❖ Please note this form will be used to begin the new hire process. Employment is not guaranteed until clearance has been issued.