



**Hiring Authorization**

To: Human Resources

Date: \_\_\_\_\_

**I. Employee Information**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee No.

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Male/Female

\_\_\_\_\_  
Race

Marital Status:  Single       Married       No Dependents       Dependants

Home address and telephone number:

Date of Hire: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Position Information:**

Department Number: \_\_\_\_\_

Budget Number: \_\_\_\_\_

\_\_\_\_\_  
Filling requisition number

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Step

\_\_\_\_\_  
Annual Salary

\_\_\_\_\_  
Hourly

Upon successful completion of the employee's probation period, is the salary to increase? \_\_\_\_\_

If so, what amount? \_\_\_\_\_  
(Hourly/Annually - Please designate)

Remarks: \_\_\_\_\_  
\_\_\_\_\_

**III. Authorization Signatures:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
DIRECTOR HUMAN RESOURCES

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources/Payroll

\_\_\_\_\_  
Date