REQUEST TO HIRE FORM

Diocese of Sacramento — Human Resources Services

Current Job Title: _____
(*Note: job description must be attached to this form)

Department: _____

Budget Code: _____

☐ New Position ☐ Renewal/extension of contract

☐ Replacement – Replacement for:_____ Rate of Pay* _____
(*Note: provide Rate of Pay of person being replaced)

Desired start date:_____ Anticipated ***Range*** of Pay*_____
(*Note: Range of Pay is finalized by HR Director and the Finance Department)

Appointment Type

☐ Full-time Employee – Specify if 35 or 40 hours per week: _____

☐ Part-time Employee – Specify number of hours per week: _____

☐ Occasional Part-time Employee – Specify number of hours per week: _____

☐ Temporary Employee – Specify expected period of employment:_____

☐ Independent Contractor: _____

Office Information

Office space has been allocated: ☐ Yes ☐ No (If no, give reason)_____

Equipment Needed: ☐ Laptop ☐ Desktop ☐ Phone ☐ Email ☐ Other-please define: _____

_____ _____
Hiring Supervisor Date

Hiring Authorizations

_____ _____
Human Resource Director Date

_____ _____
Finance Department Date

_____ _____
Vice Chancellor Date

Approval: ☐ Yes ☐ No

NOTES:

_____
_____
_____

The Hiring Supervisor is responsible for completion of this form. The request will then be sent to Human Resources Director for the approval process PRIOR to posting any position.