Request for Approval to Hire

Requested by _____   Date _____

Funding source _____   Salary _____

Applicant Information

Applicant name _____
Last, First, MI

E-mail address _____   Phone _____

U.S. citizen? Yes   No   If not, what is their citizenship status? _____

If a Plant Path graduate student, enter tuition & stipend funding source _____

Is the applicant a UK student?   Yes   No

Experience (round up to nearest year) _____

If applicant is currently employed at UK, what department? _____

Job Information

Proposed Position Title _____

Select options from drop down menus:

Proposed starting date _____   Approximate # hours of work per week _____

Qualification requirements

Brief description of duties

_____   _____
Supervisor Signature   *Date*

Approval to Hire

Approved salary _____   Position # _____

Personnel number _____   Official start date _____

_____   _____
HR Coordinator Signature   *Date*

_____   _____
Business Officer Signature   *Date*

form 4/21/25