

REQUEST FOR APPROVAL OF NEW HIRE

Name of Candidate

Proposed Hire Date

Position

Potential Supervisor

Suggested Salary

Salary Offered

Please check the items below that have been completed

- Candidate has provided a resume
- Candidate has a valid driver's license or state ID
- Candidate has a valid social security number
- Candidate has negatively tested for drugs
- Candidate has completed Interfaith House application for employment
- Candidate has been interviewed by phone and in person
- Background check has been started
- References and credentials have been checked and documented
- Candidate meets all requirements of position

If no, please list action plan to meet requirements (schooling, training course, receive certification, etc.) and the date by which actions will be completed

CANDIDATE APPROVED? YES _____ NO _____

If no, please list reason(s): _____

Human Resources Director Signature

Date

Executive Director Signature

Date

78