

**REQUEST FOR EMPLOYMENT**  
**(NEW HIRE OR REHIRE ONLY)**

EFFECTIVE DATE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

LEGAL NAME OF EMPLOYEE \_\_\_\_\_

POSITION JOB TITLE \_\_\_\_\_ GRADE \_\_\_\_\_ STEP \_\_\_\_\_

STATUS:            \_\_\_\_\_ NEW EMPLOYMENT  
                      \_\_\_\_\_ REHIRE  
                      \_\_\_\_\_ REGULAR                    \_\_\_\_\_ TEMPORARY  
                      \_\_\_\_\_ FULL-TIME                    \_\_\_\_\_ PART-TIME

NAME OF EMPLOYEE BEING REPLACED \_\_\_\_\_

TITLE OF EMPLOYEE BEING REPLACED \_\_\_\_\_

BUDGETED SALARY FOR JOB TITLE \$ \_\_\_\_\_

**SALARY FUND ACCOUNT #** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

**SUPPLEMENTAL SALARY ACCOUNT #** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

SPECIAL INSTRUCTIONS FOR ADDITIONAL SUPPLEMENTAL AMOUNTS (if any):

\_\_\_\_\_ Auto Allowance                    \$ \_\_\_\_\_ from Account # \_\_\_\_\_  
\_\_\_\_\_ Cell Phone Allowance                \$ \_\_\_\_\_ from Account # \_\_\_\_\_  
\_\_\_\_\_ Stipend                                \$ \_\_\_\_\_ from Account # \_\_\_\_\_  
\_\_\_\_\_ Other Allowance/Supplement        \$ \_\_\_\_\_ from Account # \_\_\_\_\_  
(type of Allowance/Supplement) \_\_\_\_\_

\_\_\_\_\_  
Signature of Elected Official/Department Head

\_\_\_\_\_  
Date

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PAYROLL USE ONLY

EMPLOYEE NUMBER \_\_\_\_\_

FROM \_\_\_\_\_ HOURLY RATE                    TO \_\_\_\_\_ HOURLY RATE

DATE PROCESSED \_\_\_\_\_ PROCESSED BY \_\_\_\_\_