



Request for Approval to Hire

Requested by _____ Date _____
 Funding source _____ Salary _____

Applicant Information

Applicant name _____
Last, First, MI

E-mail address _____ Phone _____

Is the applicant a 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 undergraduate? Yes No

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

Job Information

Work site location Lexington Princeton Lab phone _____

Select all that apply

Part Time	Full Time	Permanent	Temporary
Replacement	New Position	Hourly/Bi-wkly	Monthly

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

Qualification requirements

Brief description of duties

Supervisor Signature

Date

Approval to Hire

Approved Salary _____

HR Coordinator Signature

Date

Business Officer Signature

Date