



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 student? Yes No

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

Job Information

Proposed Position Title _____

Select all that apply

- | | | | | |
|------------|--------------|----------------|-----------|------------------|
| Part Time | Full Time | Permanent | Temporary | Internship |
| Fellowship | New Position | Hourly/Bi-wkly | Monthly | Visiting Scholar |

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

Qualification requirements

Brief description of duties

Supervisor Signature

Date

Approval to Hire

Approved Salary _____ Position # _____

HR Coordinator Signature

Date

Business Officer Signature

Date