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*

form 10/2/23