

REQUEST TO HIRE FORM

Diocese of Sacramento — Human Resources Services

Current Job Title: _____

(*Note: job description must be attached to this form)

Department: _____

Budget Code: _____

New Position Renewal/extension of contract

Replacement – Replacement for: _____ Rate of Pay* _____
 (*Note: provide Rate of Pay of person being replaced)

Desired start date: _____ Anticipated **Range** of Pay* _____
 (*Note: Range of Pay is finalized by HR Director and the Finance Department)

Appointment Type

Full-time Employee – Specify if 35 or 40 hours per week: _____

Part-time Employee – Specify number of hours per week: _____

Occasional Part-time Employee – Specify number of hours per week: _____

Temporary Employee – Specify expected period of employment: _____

Independent Contractor: _____

Office Information

Office space has been allocated: Yes No (If no, give reason) _____

Equipment Needed: Laptop Desktop Phone Email Other-please define: _____

Hiring Supervisor _____	Date _____
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Hiring Authorizations

Human Resource Director _____	Date _____
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Finance Department _____	Date _____
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Vice Chancellor _____	Date _____
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Approval: Yes No

NOTES:

The Hiring Supervisor is responsible for completion of this form. The request will then be sent to Human Resources Director for the approval process PRIOR to posting any position.