TALLADEGA COLLEGE
REQUEST TO HIRE FORM

DATE:_____

POSITION ANNOUNCEMENT:_____
FULL-TIME☐ PART-TIME☐

NEW☐ REPLACEMENT☐ RESTRICTED☐ UNRESTRICTED☐

BUDGET CENTER_____
ACCOUNT NUMBER_____
SALARY☐ WAGES☐ $_____

JOB DESCRIPTION:_____

QUALIFICATIONS:_____

SUPERVISOR SIGNATURE:_____

DEPARTMENT HEAD SIGNATURE:_____

BUSINESS OFFICE SIGNATURE:_____

PRESIDENT'S SIGNATURE:_____

HUMAN RESOURCES SIGNATURE_____

HR 10-04