

COUNTY OF KNOX

Request to Hire

To be filled out by Department Manager:

I, _____, hereby request the County Administrator consider hiring
Department Head's Name

_____ as a _____ in the capacity of:
Candidate's Name *Position or Title*

a Full-time Employee a Part-time Employee Other: _____ (please specify)

Recommendation or Comments: _____

Requested Hire Date: _____

Note: Submit candidate's application materials (including certificates), background information and any test results with this request.

 Department Manager's Signature

 Date

To be filled out by County Administrator:

The request was received on _____.

The request is: Approved Disapproved – Indicate reason for disapproval:

Effective Hire Date: _____ Starting rate of pay: _____ Grade: _____

Prior KC exp. in same job (full years) 100% (16 max)	Other prior related exp. 50% (8 max)	Adjustment (+ or -)	Step

Comments/Explanation: _____

 County Administrator's Signature

 Date