

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## OFFICE OF HUMAN RESOURCES

### REQUEST TO EMPLOY

NAME \_\_\_\_\_ SSN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ RACE \_\_\_\_\_ GENDER \_\_\_\_\_

**DATE EMPLOYMENT TO BEGIN** \_\_\_\_\_ **TITLE** \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

OFFICE LOCATION \_\_\_\_\_ TIME KEEPING LOCATION \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

POSITION NUMBER \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

(For Faculty appointments, please designate type of contract.)

TENURE TRACK \_\_\_\_\_ TEMPORARY \_\_\_\_\_ TERM "aaaaaaaaaa

FISCAL  "ACADEMIC  "\*\*\*\*\*FULL TIME  "PART TIME

FOR TEMPORARY EMPLOYEES, DATE CONTRACT TO END"aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa

SALARY \_\_\_\_\_ ANNUAL  MONTHLY  HOURLY  OTHER

SPECIAL CONDITIONS: (please specify) \_\_\_\_\_

### APPROVAL

\_\_\_\_\_  
DEPARTMENT HEAD/DIRECTOR

\_\_\_\_\_  
DIRECTOR OF HUMAN RESOURCES

\_\_\_\_\_  
DEAN/EXECUTIVE DIRECTOR (if applicable)

\_\_\_\_\_  
PROVOST OR VICE PRESIDENT

\_\_\_\_\_  
DIRECTOR OF AFFIRMATIVE ACTION  
(permanent positions only)

\_\_\_\_\_  
PRESIDENT  
(permanent positions only)

\_\_\_\_\_  
BUDGET DIRECTOR

### PROCESSING

\_\_\_\_\_  
PAYROLL

\_\_\_\_\_  
DATE

**SIGNATURES NEEDED FOR  
“REQUEST TO EMPLOY NEW PERSONNEL” FORM**

Approval – Not all signatures are required. Required signatures will be dependent on the administrative level initiating the request.

FOR EXAMPLE:

1. If initiated by a Director, signatures will be required by the appropriate Executive Director, Budget Director, Director of Affirmative Action, Director of Human Resources, appropriate Vice-President and the President.
2. If initiated by a Department Head, signatures will be required by the appropriate Dean, Budget Director, Director of Affirmative Action, Director of Human Resources, the Provost and the President.
3. If initiated by a Dean, signatures will be required by the Budget Director, Director of Affirmative Action, Director of Human Resources, the Provost and the President.
4. If initiated by an Executive Director, signatures will be required by the Budget Director, Director of Affirmative Action, Director of Human Resources, appropriate Vice-President and the President.
5. If initiated by a Vice-President/Provost, signatures will be required by the Budget Director, Director of Affirmative Action, Director of Human Resources, and the President.