

**OFFICE USE ONLY**

Position(s) applied for open? YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant interviewed? YES \_\_\_\_\_ NO \_\_\_\_\_

REMARKS: \_\_\_\_\_

Employed? YES \_\_\_\_\_ NO \_\_\_\_\_ Date to begin work: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Hours: \_\_\_\_\_ Salary: \_\_\_\_\_

Interviewer's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: (Name, Title & Facility) \_\_\_\_\_ Date: \_\_\_\_\_

If hired, attach a copy of Certificates or Licenses if applicable and Social Security Card.