

## CITY OF LYNN HAVEN - REQUEST TO HIRE

<b>DEPARTMENT</b>	<b>SUPERVISOR</b>	<b>RECOMMENDED START DATE</b>
<b>NAME OF APPLICANT</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b>

### REQUEST FROM DIRECTOR

Address of applicant: \_\_\_\_\_  
 \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Hire at base  
 Hire above base Requested Rate: \_\_\_\_\_  
 Hire as trainee (10% below base)

Assign following equipment  
 City cell phone  
 City laptop/tablet  
 City vehicle  
 Vehicle # \_\_\_\_\_  
 Vehicle allowed to be driven home

Special requests:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### HR Steps

**Local Clerk of Court Comments:** \_\_\_\_\_

**Background Check Comments:** \_\_\_\_\_

**Job class** \_\_\_\_\_

**Position Number** \_\_\_\_\_

Entered in Personnel Action Entry    Posted in live data    Form scanned and put in HR PF    Copy sent to Payroll

DATE	Department Head	DATE	Approved, City Manager
DATE	Human Resources Director	Copy to payroll	