



To: Human Resources

DIRECT TO HIRE NOTICE

Department Name: _____

Position Title to Fill: _____

Applicant Name: _____

Effective Date: _____

Person Replacing: _____

Is position: Exempt (Salaried) Pay Rate: _____

Grade: P4 P3 P2 P1
 E4 E3 E2 E1

Is position: Non-Exempt (eligible for OT) Pay Rate: _____

Grade: NE1 NE2 NE3 NE4
 NE5 NE6 NE7

Is position: Full Time (32 hours +) Seasonal (can work 40 hours for 3 months or less)
 Part Time (29 hours or less)

Schedule Physical (at the discretion of the Department Head/Elected Official): Yes No

Schedule Drug Test (at the discretion of the Department Head/Elected Official): Yes No

Please notify applicant, prior to showing up at the HR Department, in accordance with the Department of Homeland Security, US Citizenship and Immigration services, the applicant must provide **ORIGINAL** documents as specified in the USCIS Form I-9, examples of these documents are **unexpired** Driver's License & Original Social Security Card, passport, birth certificate, etc. They may contact the HR Department to confirm what is acceptable.

Notify applicants to set up direct deposit, they must provide a voided check or some documentation from their financial institution.

Department Head/Elected Official
Signature: _____ Date: _____

Human Resources: _____ Date: _____