



**Classified New Hire
Prior Experience/Education Request**

Must be submitted prior to hire

Name of Applicant _____

Position Applied for _____

Department _____

Relevant work experience or work skill beyond requirements for the position:

Education Level:

Once work experience and/or education level have been verified, how many steps are you recommending the employee receives if 6 month review period is successfully completed? _____

Supervisor's Signature

Date

Chief Human Resources Officer

Date

___ Approved ___ Disapproved