



**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, what step are you recommending new employee be placed at? _____ (maximum of 9 steps).

Supervisor's Signature

Date

Chief Human Resources Officer

Date

___ Approved ___ Disapproved