

Request to Hire Employee

All sections of this form must be completed before a new employee can begin work and before a PAF can be submitted. Attach this form to the PAF

Program: _____
Prospective employee: _____
Position: _____
Supervisor: _____
Program Director _____

1. Funding Available

Date

Compliance Specialist

2. Application completed

Date

Supervisor

3. Background form given to Adjudicator
Tribal Background passed
State Background passed
Federal Background passed

Date

Background/Adjudicator

4. Drug Test completed
Passed
Pending

Date

Testing staff

5. Council approval (temporary employees only)

Date

1 _____

2 _____

6. Approval process completed

Date

Personnel Director