

Northwest-Shoals Community College

New Employee Permission Request

Title of Position	Classification	Division Position Reports to
Projected Salary/Salary Schedule		Account Number
Recruitment Period		Projected Appointment Date

Justification:

NOTE: SEE ATTACHED JOB DESCRIPTION FOR ESSENTIAL JOB FUNCTIONS, OTHER DUTIES AND RESPONSIBILITIES, QUALIFICATIONS, AND SALARY REQUIREMENTS

A CURRENT JOB DESCRIPTION MUST ACCOMPANY THIS REQUEST. Please have the Office of Human Resources review job descriptions before submission of this form. All job descriptions must be prepared in the College's standard format and be submitted to the Office of Human Resources by e-mail with attached file or diskette. E-mail job descriptions to hr@nwscc.edu . If you have questions, please contact the Office of Human Resources at 331-5229.

Requested by: _____
Name Date

Approved: _____
Dean/Director Date

Budget Available:
Yes No _____
Comptroller Date

Approved: _____
President Date

THIS FORM MUST BE USED TO REQUEST PERMISSION TO EMPLOY NEW PERSONNEL