

Request to Hire a Non-Student

To: _____

Date: _____

Requested by: _____

Department: _____

The position is _____
(briefly describe position)

The position was posted from _____ to _____

The name of the non student to be hired is: _____

This individual: (check appropriate box)

_____ Is a student at another university _____
(name of university)

_____ Is retired from WTAMU _____
(name of department last worked)

_____ Is a community member/high school student

_____ Other, briefly explain _____

List names and relationships if non student has relatives who work for WTAMU.

Justification for hiring this individual:(tell how many WT students applied for job and reasons WT students were not selected, for example, necessary skills that WT students did not have)

Approval:

Vice President

Date