



**CITY OF MAUMELLE**

**HIRING AUTHORIZATION**

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**DEPARTMENT INFORMATION**

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\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Hiring Official

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Hourly Rate or Annual Salary

\_\_\_\_\_  
Account Number(s)

\_\_\_\_\_  
Account Number Allocation (%)

\_\_\_\_\_  
Account Number(s)

\_\_\_\_\_  
Account Number Allocation (%)

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**Employee Information**

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\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Requested Date of Hire

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

Gender:  Female  Male

Race: \_\_\_\_\_

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**Authorization Signatures**

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	Approved	Denied
_____ Hiring Official	<input type="checkbox"/>	<input type="checkbox"/>
_____ Date		
_____ Department Head	<input type="checkbox"/>	<input type="checkbox"/>
_____ Date		
_____ Human Resources Director	<input type="checkbox"/>	<input type="checkbox"/>
_____ Date		
_____ Mayor	<input type="checkbox"/>	<input type="checkbox"/>
_____ Date		