**Date:**  Click here to enter a date.

**Subject:** Request to hire relative in the same department/division

**To:** Choose an item.

**From:** Click here to enter text.

**On Behalf of Division/College’s Senior Leadership:** Click here to enter text.

The department of Click here to enter text. is requesting approval to hire the candidate below who currently has a relative employed within our department/division/college.

|  |  |  |
| --- | --- | --- |
| Candidate Information |  |  |
|  **Name:**  | Click here to enter text. |  |
| **Position Title:** | Click here to enter text. |  |
| **Department/Division:** | Click here to enter text. |  |
| **Supervisor:** | Click here to enter text. |  |
|  |  |  |  |  |  |
| Employed Relative  |
| **Name:** | **Title:** | **Department/Division:** | **Relationship:** | **Supervisor:** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
|  |  |  |  |  |

There will not be any supervisory line of authority (direct/indirect) between the candidate and the employed relative.

Please see below for the appropriate work-related interaction:

[ ]  These individuals may interact in a work-related capacity. However, this interaction will not

 violate the Nepotism policy.

[ ]  These individuals will not have any work-related interaction.

If you have any questions, please contact me at Click here to enter text..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Supervisor of Position Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Division/College Leadership Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Provost/EVP Signature) (Date)