Request To Hire OPS

Submit Date

All OPS hires require three references. Please submit this form and the references documents to the fac-recruiting@fsu.edu email address or hand deliver. It is the department's responsibility to complete and submit all required documents for timely processing. All fields below are required.

Candidate's Name:

Candidate's Email:

Candidate Phone Number:

Candidate Username (letters from email):

Current Staff/Student?   Y   N If so, Empl/Student ID:

Job Code: **(Student = A, Nonstudent = T)**

Duties:

Driving?

Supervisor Name:

Department:

Funding Code:

Weekly Hours: **Hourly Rate:**

Requested Start Date: **Requested End Date:**

Requester Name:

Requester Email:

Requester Phone #:

Additional Notes:

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Department Head Signature