

Dorn Research Institute  
6439 Garners Ferry Road  
Columbia, SC 29209



To: Executive Director

From:

SUBJ: Request for Employment of

1. Effective \_\_\_\_\_ I would like to hire the above named individual for the position of \_\_\_\_\_

2. This individual will work directly with patients:

If yes, what specific duties are involved?

If this individual will not work directly with patients, the duties are as follows: (Also attach a job description)

3. This individual will work part-time or full-time?

Describe work schedule:

4. I am recommending a rate of  per hour.

5. Annual and sick leave do not apply.

6. Does individual work for another employer (including the VA)?

If yes, where and when:

X

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
REC APPROVAL

\_\_\_\_\_  
APPROVE/DISAPPROVE

\_\_\_\_\_  
APPROVE HIRING VA EMPLOYEE  
DURING OFF DUTY HOURS

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
DVAMC Director