



DNR Direct Hire Form for Seasonal Employees

Use when hiring seasonal employees outside of the formal recruitment process

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Applicant Information

DPR number:

Job Title:

Applicant Name:

Applicant email address:

Hiring Official Name:

Hiring Official EIN:

I-9 Approver Name:

I-9 Approver EIN:

FLSA Status: Non-Exempt

Exempt

Employee Schedule: TL

First Day of Work:

Hourly Rate: \$

Benefits: No
Yes

Drug Test: No
Yes

Criminal History Check: No
Yes

License/Certifications: No
Yes

Other Conditions: No
Yes

First day of work information:

HRE Comments

Comp Limit: 0 80 Excess Limit: 0 80

FT / PT: Full time Part time

ESS / Network Access: No Yes Email Access: No Yes

Approvals

Supervisor:

(Print Name)

(Signature)

(Date)

Supervisor Phone #:

(Work number)

(Mobile number)

Budget:

Division:

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