

JOB OFFER REQUEST

I authorize Employment Services and Operations to extend a contingent offer of employment.

Candidate's Information:

 First Name Last Name Job Title

 Department Office Location (Bldg/Room#) Proposed Salary Proposed Start Date

 Position Number Requisition Number Speed Type

 Hiring Manager (Print Name/Title) Signature Date

 Division Business Manager Signature Date

Please respond to the following:

1. Compliance with Nepotism Policy [PS 02.A.03](#).

Relatives of members of the University of Houston System Board of Regents and the Chancellor shall not be employed by the University of Houston-Downtown (UHD) unless the employment took place at least one year prior to the appointment of the Board member or Chancellor.

Relatives of other University of Houston System and UHD employees shall not be employed by UHD in positions where the employee has the official authority to hire, recommend or approve the hiring, salary, or promotion of the relative.

Relatives of UHD employees shall not be employed by UHD in a supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed.

Hiring manager has confirmed that the candidate is in compliance with UHD's nepotism policy? Yes No

2. Will this employee operate a University owned or leased vehicle? Yes No

3. Will this employee be paid with grant/sponsored-research funds? Yes No

4. Will this employee supervise any staff or student workers? Yes No

5. Is this person an internal applicant? Yes No

6. Has this person previously worked within any of the UH System components (Victoria, Clear Lake, Main or Downtown)? Yes No

Please submit this completed form and the Official Hiring Folder to Employment Services and Operations.

