Texas A&M AgriLife Extension Service
County Programs
Request to Hire Applicant

Scan completed form to Marilyn Frenzel via Laserfiche – "WIP-County" folder

Name: _____ Current Position: _____

County: _____ Current Salary: _____

Position: _____ NOV Number: _____

County Funds (per AG-485): $_____

County Funds (VERIFIED by County): $_____ Date Verified: _____

Explain any difference in AG-485 county funds vs. amount of county funds verified at time of submission of Request to Hire

Recommended Salary Range: $_____ to $_____

Recommended Base Salary: $_____

Early Career Incentive Eligible? ☐ Yes ☐ No

Recommended Career Ladder Rank: ☐ I ☐ II ☐ III ☐ IV
(Applies to New Employees Only)

_____ to _____ = _____ Miles/Up to $_____ for Moving Expenses

Recommended By: _____ _____
(District Extension Administrator) Date

_____ _____
(County Extension Director) Date

Appropriate RPL supports this recommendation: ☐ Yes ☐ No

(All requests will require the joint signatures of District Administrator and County Director, when appropriate)

_____ _____ _____
Approved Salary Associate Director for County Operations Date

Salary Exception: _____ _____
Director Date

Once approved, proceed with Contingent Offer Letter and AG-473 Background Check Disclosure Notice–Authorization Form

District Administrator/County Director
District Office Manger Notified and Copy Sent: _____