

# New Hire Requisition

Dana Kepner Company, Inc. | Western Industrial Supply, LLC.



Date of Request:

Requestor's Name:

Location/Branch:

Proposed Position/Title:

**Justification for New Hire:**

**Status**  
Temporary  
Seasonal  
Full Time

**Proposed Range of Pay:**  /yr or  /hr

**Target Start Date:**

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval: Dave Wickett \_\_\_\_\_ Date \_\_\_\_\_

By typing your name in the box above, you agree that this constitutes a legal signature.

**Process**  
Before conducting a job search or interview, all prospective new hires must be approved. All requisitions must be approved by the President (Dave Wickett) before a position is considered "open." In the absence of an approval, the hiring process will cease immediately. Mandatory background checks will not be conducted in the absence of an approved requisition.

Faxed copies are acceptable. All applicants must be in compliance with the hiring guidelines pursuant applicable policies of the Dana Kepner Employee Manual.

The Human Resources Department will monitor this process.