



Request for Offer Letter

Candidate Name: _____

Home Address: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Job title: _____

Location: _____

Reporting to: _____ Title: _____

____ Full Time ____ Part Time ____ Temp Employee

____ Exempt (Salaried) or ____ Non-Exempt (Hourly paid)

Rate: \$ _____ per bi-weekly or \$ _____ per hour

Anticipated Start date: _____

Special conditions or other notes: _____

Hiring Manager: _____ Date: _____

Phone: _____

Approved by: _____ Date _____

Employee Referral: Y or N Referred by: _____

Please email to payroll@tuckerga.gov with a copy of resume