



River Valley Child Development Services Hiring Waiver Request Form

Submit this form with the hiring packet of the candidate for whom you are requesting the waiver.

Requesting Director: _____ Date of Request: _____

Hiring Position Title: _____ Program: _____

Hiring Position Minimum Education Level and Field of Study: _____

Hiring Position Minimum # Years of Relevant Experience: _____

Candidate Information

Candidate Name: _____

Education Level: _____ Field of Study: _____

Years of Experience: _____ Relevant Exp. _____

Other relevant information (licenses, training, etc.) _____

Describe what makes this candidate qualified for this position?

Position Information

How long has the position been vacant? _____

How many times and where has the position been advertised? _____

How many other applicants have been interviewed for the position? _____

Did any other applicants meet the qualifications to hire? If so, explain why that applicant was not hired.

Other Information: _____

Hiring Director Signature

Date

Agency Review and Determination

Waiver Determination

Approved Denied

Executive Director Signature

Date