

This form is to be used to request

# 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*