



**Human Resource Services**  
Eastern Washington University  
314 Showalter Hall  
Cheney, WA 99004-2445

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**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT:** Proposed employment of candidate related to current EWU employee(s)

This is a request for approval of the appointment of \_\_\_\_\_ to a

Faculty             Exempt             Classified             Part-time position

in \_\_\_\_\_.

According to the definition established in Policy 901-05, the candidate is a relative of \_\_\_\_\_  
\_\_\_\_\_ who is currently an employee in the \_\_\_\_\_  
\_\_\_\_\_ department of Eastern Washington University.

Employment of the above named candidate will present no conflict of interest including any kind of supervisory relationship with the relative.

I recommend your approval of this appointment.

Requested By:

\_\_\_\_\_  
Name of Requester

Approved By:

\_\_\_\_\_  
Name of Supervisor

Date \_\_\_\_\_

\_\_\_\_\_  
Human Resource Services Manager

Date \_\_\_\_\_