



Office of Human Resources & Employee Relations
HIRING REQUEST FOR NEW PERSONNEL
HR-1

ALL FIELDS TO BE COMPLETED & FOLLOW SIGNATURE NUMBERING

- [ ] Classified
[ ] CMS
[ ] Educational Administrator
[ ] Non-Academic Administrator
[ ] Tenure-Track Faculty
[ ] Temporary Faculty (E.C 87482)

Department/Division: \_\_\_\_\_

Position Title: \_\_\_\_\_

[ ] Replacement for: \_\_\_\_\_

[ ] New Position

Current approved job description on file? [ ] Yes [ ] No [ ] Other: \_\_\_\_\_

Justification: \_\_\_\_\_

Position FTE: \_\_\_\_\_ Months/Year (e.g. 10, 12, or other): \_\_\_\_\_

Position Work Schedule: List Tentative Work Hours and Work Days: \_\_\_\_\_

Position Work Location: [ ] AVC Main Campus [ ] AVC Palmdale Campus [ ] Fox Field Other: \_\_\_\_\_

(Check all that apply)

Additional Instructions/Comments: \_\_\_\_\_

Position Funding Information: [ ] Unrestricted [ ] Restricted (Categorical)

Identify restricted (Categorical) fund/grant: \_\_\_\_\_

Ending Date of Funding: \_\_\_\_\_ [ ] Unknown

Accounting/Funding Code (FOAP) \_\_\_\_\_

#2 Business Services FOAP Approval: [ ] Yes [ ] No

FOAP Approver Correction/Comment \_\_\_\_\_ Initial/Signature \_\_\_\_\_

#1 Requestor/Administrator: (Print Name) \_\_\_\_\_

#1 Requestor/Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

(Route to #2 Business Services FOAP Approval Then to #3 Applicable Executive Council Member)

#3 Applicable Executive Council Member: (Print Name) \_\_\_\_\_

#3 Applicable Executive Council Member Signature \_\_\_\_\_ Date \_\_\_\_\_ [ ] Denied (Return to Requester) [ ] Approved (Route to #4 (Exec Dir. Financial & Fiscal Serv))

#4 Exec Dir. Financial & Fiscal Services Signature \_\_\_\_\_ Date \_\_\_\_\_ [ ] Denied (Return to Requester) [ ] Approved (SEND to Human Resources)

\*\*\* ABOVE SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO HUMAN RESOURCES \*\*\*

Executive Council Review: [ ] Approved [ ] Denied / Reason for Denial: \_\_\_\_\_

Superintendent/President \_\_\_\_\_ Date \_\_\_\_\_

FOR HR USE ONLY - Please do not complete this area.
[ ] HR Subgroup Committee Review Date: \_\_\_\_\_ [ ] Reorg \_\_\_\_\_
[ ] BC Budget Committee Review Date: \_\_\_\_\_ [ ] Other \_\_\_\_\_
[ ] SPC Strategic Planning Review Date: \_\_\_\_\_