



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

HIRING REQUEST FOR PERSONNEL

This requisition must be used to request the filling of any regular position. Once completed and approved, this form verifies the position to be budgeted and will initiate recruitment procedures as necessary.

ALL FIELDS MUST BE COMPLETED

Department/Division: _____

Position Title: _____

Desired Start Date: _____

- Administrative
- Academic Faculty
- Classified
- CMS
- Temporary Faculty (EC 87482.5)

Position Information:

Replacement for: _____

New Position Does a current job description exist? Yes No

Justification: _____

Full-time: _____% _____ # months/year Part-time: _____% _____ # months/year

Position Days: _____

Position Hours: _____

Position Location: AVC Main Campus AVC Palmdale Center Other: _____

Position Type/Funding:

District: 30 digit account/funding code: _____

Grant/Other Non-District: Name/Title: _____

Specify beginning & ending dates of funding: _____ to _____

30 digit account/funding code: _____

Originating Supervisor: _____ **Date:** _____

(1) President/Superintendent

(5) SPBC approval Date: _____

(2) Vice President Date

[] Approved [] Denied

(3) Vice President, Administrative Services Date

[] Approved [] Denied

(4) Vice President, Human Resources Date

[] Approved [] Denied

Reason for Denial: _____