



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

**HIRING REQUEST FOR PERSONNEL**

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

**ALL FIELDS MUST BE COMPLETED**

- Classified
- CMS
- Educational 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: \_\_\_\_ Position % \_\_\_\_ Months/Year (e.g. 10, 12, or other): \_\_\_\_

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

Position Work Location:  AVC Main Campus  AVC Palmdale Campus Other: \_\_\_\_\_

Position Funding Information:  District  Specially Funded

If Specially Funded Indicate Specific Grant or Fund: \_\_\_\_\_

Ending Date of Funding: \_\_\_\_\_

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

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

Requesting Supervisor: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
(1) Vice President of Requesting Supervisor Date

Approved  Denied

\_\_\_\_\_  
(2) Executive Director, Business Services Date

Approved  Denied

\_\_\_\_\_  
(3) Vice President, Human Resources Date

Approved  Denied

\_\_\_\_\_  
(4) Superintendent/President Date

Approved  Denied

**FOR HR USE ONLY – Please do not complete this area.**

SPBC Budget & Finance Approval: \_\_\_\_\_  SPBC Full Committee Approval: \_\_\_\_\_  
 Exec. Council Approval Sign/Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_