



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

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: _____ **Work Schedule**(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)

Position Funding Information: Unrestricted Restricted (Categorical)

Identify restricted (Categorical) fund or grant: _____

Ending Date of Funding: _____ Unknown

Accounting/Funding Code (FOAP): _____

Additional Instructions/Comments: _____

Requesting Dean or Director: _____

Print Name

Date: _____

Signature (Route to Applicable Executive Council Member)

Applicable Executive Council Member - Print Name

Denied
 (Return to Requester)

Approve
 (Route to Business Services)

Applicable Executive Council Member - Signature Date

Denied
 (Return to Requester)

Approve
 (Route to Human Resources)

Executive Director, Business Services - Signature Date

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

Executive Council Review: Approved Denied / Reason for Denial: _____

Superintendent/President, AVC _____ **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:** _____