



Office of People, Culture, and Talent (Human Resources)
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 FOAP Approval: [] Yes [] No

FOAP Approver Correction/Comment _____ Initial/Signature _____

#1 Requestor/Administrator: (Print Name) _____

#1 Requestor/Administrator Signature Date

(Route to #2 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 Financial & Fiscal Services)

#4 Financial & Fiscal Services Signature Date [] Denied (Return to Requester) [] Approved (SEND to PCT/HR)

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

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

Superintendent/President (or designee) _____ Date _____

FOR PCT/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: _____