

## APPOINTMENT REQUEST FORM

Classified Personnel – Civil Service

**INSTRUCTIONS:** Department Head, Dean, or other Budget Unit Head will initiate one copy and forward it to each office listed below for approval. The department head may wish to retain a copy of the form in his or her files prior to approval. The Office of Human Resources will then distribute a copy of the completed form to the appropriate office. No job offer of commitment should be made to an individual applying for a classified position without prior approval of the Director of Human Resources. An employee will not be paid for any time worked before the appointment is approved. The employee should report to the Human Resources Office to complete employment forms prior to starting work.

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle \_\_\_\_\_ Male \_\_\_\_\_ Female

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Local Street Address \_\_\_\_\_  
 \_\_\_\_\_ Race \_\_\_\_\_ Ethnic Origin \_\_\_\_\_  
City State Zip Code

Position to be Filled \_\_\_\_\_ Effective Date \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-time \_\_\_\_\_ Previous Incumbent \_\_\_\_\_  
Last First Middle

Department \_\_\_\_\_ Account No. \_\_\_\_\_

**Type of Appointment**

- \_\_\_\_\_ Probational *Explanation of appointments listed at the bottom of page*
- \_\_\_\_\_ Restricted
- \_\_\_\_\_ Job Appointment
- \_\_\_\_\_ Other \_\_\_\_\_

Requested \_\_\_\_\_  
Dept. or Budget Head Date Appropriate Vice President Date

\_\_\_\_\_ Dean Date Director of Human Resources Date

**PROBATIONAL APPOINTMENT** Appointment of a person to serve a minimum of six months as a test period in a position. Permanent appointment shall begin if the employee has met the required standard of work during the probationary period.

**RESTRICTED APPOINTMENT** A temporary appointment made necessary by an emergency work situation not to exceed 6 months.

**JOB APPOINTMENT** A temporary appointment of an employee for work of a temporary nature or to substitute for another employee. Job appointments must be filled from a civil service register unless the position is non-competitive.

**OTHER** Use for personnel actions such as a transfer, promotion, etc.