



# Personnel Requisition FACULTY

**Business Office**

2500 E. Nutwood Ave.  
Fullerton, CA 92831 USA  
(714) 879-3901  
FAX (714) 681-7512

Please complete this form for every new hire. Once completed, the manager/director must meet with their respective Vice President and the Vice President for Business & Finance for approval prior to submitting to Human Resources.

Date \_\_\_\_\_ Department \_\_\_\_\_

Position Title \_\_\_\_\_ Recommended Salary/Rate \$ \_\_\_\_\_ annual

- This position is:
- A new one (attach a position description)
  - A modification of an existing position (attach an updated job position)
  - A replacement for an existing position  
Name of person being replaced \_\_\_\_\_
  - An expansion of the number of people in an existing position

- The status is:
- Full-time
  - Part-time Regular
  - Temporary until \_\_\_\_\_ (Provide approx. termination date)

The number of units to be taught: \_\_\_\_\_

Desired starting date: \_\_\_\_\_

Person(s) who will be interviewing applicants: \_\_\_\_\_

Is this position budgeted?  Yes  No Budget line item: \_\_\_\_\_

If not, how will the position be funded?  
\_\_\_\_\_  
\_\_\_\_\_

Insurance benefits included?  Yes  No

Benefit costs are budgeted?  Yes  No

Space requirements: Workspace already available in department?  Yes  No

- New equipment required:
- Computer
  - Desk
  - Desk Chair
  - Telephone
  - Bookcase
  - Table
  - Side Chairs
  - Other

Describe other: \_\_\_\_\_

Additional workspace/office required?  Yes  No

Will this position require Business Cards?  Yes  No

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Vice President*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Vice President for Business & Finance*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Human Resources*