



Personnel Requisition

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 \$ _____ hr/mo

- 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
 - Seasonal (during academic year only or other seasonal period)
 - Temporary until _____ (Provide approx. termination date)

The standard hours worked per week are: 40 30 20 less than 20

The number of months worked per year are: 12 10 9 8 or less

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?

Benefit costs are budgeted? Yes No

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

Describe other: _____

Space requirement: Workspace already available in department? Yes No

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