



Request for Approval to Hire a Casual

Casual Position Information

Description of Duties

Knowledge, Skills, and Abilities (KSA):

Education and Years of Experience Required:

Job Title: _____

- | | | | |
|---|------------------------------------|--------------------------------------|------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Exception | <input type="checkbox"/> 37.5 Hrs/wk | <input type="checkbox"/> UNW |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Hourly | <input type="checkbox"/> 40 Hrs/wk | <input type="checkbox"/> EXC |
| <input type="checkbox"/> Criminal Records Check | <input type="checkbox"/> As & When | <input type="checkbox"/> _____ | |

Start Date: _____ End Date: _____

Department: _____ Location: _____

Supervisor: _____ Supervisor Position #: _____

SAM Financial Coding (all fields must be completed)

Account: _____ Department Code: _____

Fund Code: _____ Program Code: _____

Operating Unit: _____ Class Field: _____

OR Combo Coding (if applicable): _____

Approval to Hire

Supervisor Signature

Date

Delegated Signing Authority

Date

Applicant Data

Applicant Name: _____ Affirmative Action: _____

Send Resumes with
Applicable KSA's:

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