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| **Empl ID** | | **Empl Rcd #** | | | **PIN** | | | | | | | | | | **Action** | | | | | | | | | **Current Date**:  **RTF #**\_\_\_\_\_\_\_  **(Budget ONLY)** | | | | | | |
| **Applicant Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name: (last, first)** | | | | | | | | | | | | | | | | | | | | **County:** | | | | | | | | | | |
| **Address:** | | | | | | | | | | | | | | | **City:** | | | | | **State:** | | | | | **Zip Code:** | | | | | |
| **Employee Class (select one)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fac Staff | | | Fac 12 Month | | | | Regular Exempt | | | | | | | Regular Nonexempt | | | | | | | FTNTTFAC | | | | | | PTNTTFAC | | | |
| Adjunct | | | Cont Ex LI | | | | Cont Ex L2 | | | | | | | Cont NE LI | | | | | | | Cont NE L2 | | | | | | Student | | | |
| 1 **Fund Source:** 2 **Fund Source:** 3 **Fund Source:** | | | | **Distribution %:**     **Distribution %:**     **Distribution %:** | | | | | | | | | **Budget Use ONLY** | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | 1 **Account Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2 **Account Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | 3 **Account Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | |
| **Employment Department (Select One Dept ONLY)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **A – B** | | | | | | | | **C - D** | | | | | | | | | | | **E – H** | | | | | | | | | | | |
| **I - M** | | | | | | | | **N - R** | | | | | | | | | | | **S - Z** | | | | | | | | | | | |
| **Course Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course :** | | | | | | | | | | **Course Level:** | | | | | | | | | | **Section :** | | | | | | | | | | |
| **Course :** | | | | | | | | | | **Course Level:** | | | | | | | | | | **Section :** | | | | | | | | | | |
| **Course :** | | | | | | | | | | **Course Level:** | | | | | | | | | | **Section :** | | | | | | | | | | |
| **Course :** | | | | | | | | | | **Course Level:** | | | | | | | | | | **Section :** | | | | | | | | | | |
| **Job Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Code :** | **Job Code Description :** | | | | | | | | | | **Supervisor:** | | | | | |  | | | | | | | **Contractual Staff ONLY** | | | | | | |
|  |  | | | | | | | | | |  | | | | | | **Start Date:** | | | | | | | **End Date:** | | | | | | |
| **Job Duties : (maximum 500 character, including spaces available)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Total Contract (Budget ONLY)** | | | | | | **Reg/Temp** | | | | | | **New/Replacement**  **(for new postings only)** | | | | **Full /Part-Time** | | | | | | | **Standard Hrs/Wk** | | | **Hours/Day** | | | | **Days/Week** |
| **Contract Amount (Annual Salary)** | | | | | | **Daily Rate (Adjunct ONLY)** | | | | | | | | **Hourly Rate** | | | | **No. Days (Adjunct ONLY)** | | | | | | | | | | | **Work State** | |
| **Approvals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Originator (Please type or print)** | | | | | | | | | **Signature\*** | | | | | | | | | | | | | **Date\*** | | | | | | **Ext.\*** | | |
| Director/Chair (Please type or print) | | | | | | | | | Signature\* | | | | | | | | | | | | | Date | | | | | | | | |
| Dean (Please type or print) | | | | | | | | | Signature\* | | | | | | | | | | | | | Date | | | | | | | | |
| Vice President (Please type or print) | | | | | | | | | Signature\* | | | | | | | | | | | | | Date | | | | | | | | |
| Title III Director (Please type or print) | | | | | | | | | Signature\* | | | | | | | | | | | | | Date | | | | | | | | |
| Budget Office (Please type or print) | | | | | | | | | Signature\* | | | | | | | | | | | | | Date | | | | | | | | |
| **Office of Human Resources** (Please type or print) | | | | | | | | | **Signature\*** | | | | | | | | | | | | | **Date Processed** | | | | | | | | |