



EMPLOYMENT INFORMATION

PCN _____ Job Code _____ Grade _____ Bargaining Unit _____

Title _____ GL Dept Name _____

Payroll Dept Code _____ Dept Name _____

Division Code _____ Division Name _____

Open Date _____ Close Date _____

Recruit: Internal External

ADDITIONAL INFORMATION

Number of Openings _____ Hourly/Salary Rate \$ _____ To \$ _____

Type: Full Time Hourly Seasonal Intern (paid)

Reason: Retirement Resignation Terminated New Position Other

Name of Person Being Replaced (if applicable): _____

Advertising Info: Cost Center _____ Object Code _____

Applicant Review (limit 3):

*If the hiring authority needs more than three applicant reviewers, please contact your HR Consultant.

SCREENING

Drug Test: Regulated Non Regulated

Other Screening: Background Physical DOT Physical Credit Check

CUSTOM QUESTIONS

**Special Advertising Instructions
