



REQUEST TO FILL (APPOINTMENT)

This form is to be used for non-advertised positions. Please ensure the person being appointed signs this form and attaches a copy of their resume.

Section 1 is to be completed by the hiring department and submitted to the Recruitment Section, Department of Human Resources, Room A-4023. Sections 2 and 3 are for Human Resources use only.

SECTION 1

Department _____

Accounts to be Charged

Fund _____ Orgn _____ Acct _____ Prgm _____ Actv _____ Locn _____

Fund _____ Orgn _____ Acct _____ Prgm _____ Actv _____ Locn _____

Job Title _____ Band Level _____

- Permanent
- Contractual
- Temporary
- New Position
- Replacement
- Emp. Replaced/Extended _____
- Part-time
- Full-time
- Employee Appointed _____
- Time Reports Y/N
- Hours per Week _____

Bargaining Unit _____ Local _____ CHK DIST ORG (Location) _____ TS ORG (Time/Leave Entry) _____

Proposed Period of Employment Start Date yy/mm/dd _____ End Date yy/mm/dd _____

Pre-screen of applicants by HR Advisor Yes No

Reason for filling the position at this time _____

PLEASE ATTACH JOB DUTIES AND QUALIFICATIONS

Prepared by: _____ Telephone _____

Recommend Approval/Grantee _____ Date _____

I believe that is is necessary to fill the above position at this time and certify that funds are available in the current salary budget.

Dean/Director/Department Head: _____ Date _____

Appointee Signature: _____ Date _____

SECTION 2: To be completed by Compensation and Advisory Services

Department Number _____ Dept Posn _____ Univ Posn _____ Job Class _____

HR Advisor _____ Date _____

SECTION 3: To be completed by Recruitment

Personnel Action (1) _____ StartDate yy/mm/dd _____ End Date yy/mm/dd _____

Employee Number _____ Employee Name _____

Salary _____ Band _____ Step _____

Benefits To Start To Continue Not Eligible Probationary Period _____

Pension To Start To Continue Not Eligible Probationary Review Date _____

Home Address _____

Date of Birth _____

Social Insurance Number _____

Home Phone _____

Other Information _____

Recruitment Officer _____ Date _____