



Personnel Requisition FACULTY

Business Office

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 \$ _____ annual

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
☐ Temporary until _____ (Provide approx. termination date)

The number of units to be taught: _____

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?

Insurance benefits included? ☐ Yes ☐ No

Benefit costs are budgeted? ☐ Yes ☐ No

Space requirements: Workspace already available in department? ☐ Yes ☐ No

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

Describe other: _____

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