



REQUEST TO SEARCH AND HIRE

Section 1: General Information on Position (This section to be completed by initiating office)

Department: _____ RF Project /Task/Award # _____

Proposed Hire Date from _____ Title (official): _____

Title (local): _____ Commitment: F.T. _____ P.T.% _____

Proposed Salary _____ Grade _____

Section 2: APP 1, REQUEST TO SEARCH (to be completed by initiating office)

Search requested: Search # (MA Use) _____

Waiver of Search requested: attach justification for waiver and complete Section 3 below.

Person Responsible for Search: _____

Date Position vacated: _____

Previous Incumbent: _____
Justification: _____

SEARCH APPROVAL/REVIEW SIGNATURES: DATE:

Supervisor/Project Director

Budget (Andreic)

Personnel (Nicosia)

Employment Opportunities (Krueger)

Fiscal Designee (Straut/Foreman)

Section 3: APP 2, REQUEST TO HIRE (to be completed by initiating office)

Name: _____

Address: _____

Phone: _____

HIRE APPROVAL/REVIEW SIGNATURES: DATE:

Supervisor

Budget (Andreic)

Personnel (Nicosia)

Employment Opportunities (Hall)

Fiscal Designee (Straut/Foreman)



STATE OF TEXAS

County of _____

City of _____
