*PLEASE COMPLETE ALL BOLDED AREAS OF THIS CLASSIFIED VACANCY WORKSHEET*

(HR) Posting # ___________________ Posting Dates: ___________________ to ________________

Provide State & Peoplesoft

RF-1 Required? ____________ HR Approved Date _______________ Position # _______________

PAF/EAF Required? __________ HR Approved Date _______________ Transaction ID # _______________

Title __________________________________ Replacing _______________________________________

Department __________________________ Campus Location ________________________________

(HR) Pay Grade _____________________ Salary Range $ _______________ to $ _______________

[ ] FULL TIME  [ ] PART TIME _______ HOURS  [ ] CALENDAR  [ ] ACADEMIC YEAR

Work Hours: ____________ to ____________ Days of week: ___________________________

___________ to ____________ Days of week: ___________________________

___________ to ____________ Days of week: ___________________________

Days Off:  [ ] SUN  [ ] MON [ ] TUES [ ] WED [ ] THURS [ ] FRI [ ] SAT

Union:  [ ] C94/Local 528 [ ] ESP-URI/NEA [ ] Non-Union [ ] UNAP(Nurses)

Funding:  [ ] State [ ] Grant [ ] Auxiliary [ ] Overhead

State Appropriation PAYROLL ACCOUNT NUMBER _______________________________________

******WOULD YOU LIKE TO REQUIRE A RESUME? _____________ A COVER LETTER? _____________

******OPPORTUNITY TO WORK HYBRID REMOTE WORK SCHEDULE?????? YES_______NO________

(HR) Civil Service List:  THERE IS / IS NOT / MAY BE A CIVIL SERVICE LIST FOR THIS TITLE

[ ] MUST HAVE ALREADY APPLIED TO TAKE CIVIL SERVICE EXAM

CHECK ALL THAT APPLY:

[ ] LIMITED DATE OF ___________________________ (FUNDING)

[ ] LIMITED DATE OF ___________________________ (LTPS)

[ ] REDUCED WORK YEAR (AUG./SEPT. TO MAY) DATES: ___________________________

[ ] LICENSE REQUIRED AT TIME OF APPLICATION

[ ] WORK HOURS AND DAYS OFF MAY VARY ACCORDING TO WORK LOAD

[ ] ONLY STATE EMPLOYEES WHO ARE MEMBERS OF COUNCIL 94 UNION MAY APPLY

[ ] DINING SERVICES CALENDAR YEAR ONLY positions: WILL BE REQUIRED TO WORK IN OTHER

DINING FACILITIES & WORK HOURS WILL BE SUBJECT TO SUMMER REBIDDING PROCESS

[ ] APPLICANTS MUST PRODUCE A CERTIFICATE OF PROFICIENCY (NOT OLDER THAN

18 MONTHS) FOR 40 WPM AT THE TIME OF APPLICATION

[ ] 19 HOURS OR LESS: BENEFITS ARE NOT OFFERED WITH THIS POSITION

[ ] PHYSICAL EXAMINATION REQUIRED

CONTACT PERSON/SEARCH CHAIR: _____________________________________________________

PHONE NUMBER: ____________________________ EMAIL: ___________________________________