Claremont Graduate University

Employment Requisition Form

ADVERTISEMENT

Yes   No
When:_____________

Newspaper:__________________    Applicant Hired:____________
Account # __________________    DOH                 ____________

Requesting Department_________________________ Date _______________________

Reports to:___________________________________ Title_______________________

Extension #_________________________ Payroll Account #___________________

Forward Applications to: ____________________________Extension
#_________________________ Payroll Account #___________________

Date job begins___________ Addition_____ Replacement_____ Person replaced

Regular position 12 mo. 11 mo. 10 mo. 9 mo. 8 mo. Temporary position_____

Full-time _____ Part-time ____ Days ________________ Hours __________________

Wage and Salary Classification:  Job code ___________________ Grade
_____________________________________________ Functional Title

Rate of Pay:  Monthly__________ Bi-weekly _____________ Hourly__________

ATTACH POSITION DESCRIPTION INCLUDING ESSENTIAL
AND MARGINAL FUNCTIONS FOR POSTING AND NEWSPAPER
ADVERTISEMENT

Initial posting date__________________ Posting closing date__________________

ALL POSTINGS MUST BE POSTED FOR A PERIOD OF 5 DAYS. POSITIONS
GRADE 5 LEVEL AND ABOVE REQUIRE A SEARCH COMMITTEE.

Authorized Department Signature      Date  Supervising Officer      Date
(Pres., Provost, Vice-Pres./P.S.E.S. Auth.)

Human Resources Signature      Date

The equal employment opportunity goals of Claremont Graduate University are the responsibility of each
hiring supervisor. Applicants will not be discriminated against because of race, creed, color, sex, or place
of national origin.

Affirmative Action packet given….……… ✓
Affirmative Action packet ret. ………… ✓