**TO:**

**FROM:**

**DATE:**

**RE:** **REQUEST TO APPOINT**

**We would like to appoint:** \_\_\_ **Transfer** \_\_\_ **Open Candidate** \_\_\_ **Reinstatement** \_\_\_\_ **Contract\*\*\***

 **Conversion**

**NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SS#:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RACE/SEX:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLASSIFICATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PIN#:** **PCA Code (3-digit #):** **AGENCY CODE**: \_\_\_\_\_\_\_\_\_\_

**FUND CODE:** \_\_\_\_ (If the fund code is changing, a separate written request must be submitted to your HR Officer)

**Does this position supervise**: \_\_\_\_ yes \_\_\_\_ no **Bargaining Unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**OFFICE PHONE #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This request is to hire above base:** \_\_\_\_ yes \_\_\_\_ no (**Current State Employees Not Eligible**)

**If yes, step requested: \_\_\_\_\_\_** (attach request to hire above base form and applicant's salary demand letter)

**attachments: List of applicants interviewed & status**

**MS 100 – State Application**

**Release of Information (signed)\*\*\***

**Criminal Background Form (signed)\*\*\***

**Receipt of Position Description (signed)\*\*\***

**Reference Check\*\*\***

**EEO Applicant Data Form**

**Above base salary request (if applied)**

**Copy of Contracts\*\*\***