

**TO:**

**FROM:**

**DATE:**

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

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

**Conversion­ \_\_**

**NAME:**

**SS# / W#:**

**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)

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

**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\*\*\***

NOTE: This form contains personal and confidential information, please make sure you keep completed forms in a secure place.