



REQUEST TO FILL (ADVERTISED)

Section 1 is to be completed by the hiring department and submitted to MyHR, Department of Human Resources, Room A-4023B. Sections 2 and 3 are for Human Resources use only.

Section 1

Department _____

Accounts to be charged

Fund _____ Orgn _____ Acct _____ Prgm _____ Actv _____ Locn _____
Fund _____ Orgn _____ Acct _____ Prgm _____ Actv _____ Locn _____

*Where CHEQUE DISTRIBUTION (HOME) or TIME SHEET(Leave Report) ORG codes differ from that stated in the salary distribution FOAPAL ORG above, indicate below:

CHEQUE/HOME ORG: _____ TIME SHEET (Leave Report) ORG: _____

Job Title: _____ Band Level: _____

- Permanent, New Position, Part-time, Time Reports Y/N, Contractual, Replacement, Full-time, Hours Per Week, Temporary

Employee Replaced _____

Bargaining Unit _____ Local _____

Period of Employment: Start Date yy/mm/dd _____ End Date yy/mm/dd _____

Reason for filing the position at this time

Empty box for reason for filing the position at this time

Please attach job duties and qualifications

Prepared by: _____ Telephone: _____

Recommend Approval/Grantee: _____ Date: _____

I believe that it is necessary to fill the above position at this time and certify that funds are available in the current salary budget.

Dean/Director/Department Head: _____ Date: _____

SECTION 2: To be completed by Compensation and Advisory Services

Department Number _____ Dept Posn _____ Univ Posn _____ Job Class _____

HR Advisor _____ Date _____

SECTION 3: To be completed by Recruitment

Personnel Action (1) _____ Start Date yy/mm/dd _____ End Date yy/mm/dd _____

Employee Number: _____ Employee Name: _____

Salary: _____ Band _____ Step _____

- Benefits, Pension, To Start, To Continue, Not Eligible, Probationary Period

Home Address: _____ Date of Birth: _____

Social Insurance Number: _____

Home Phone: _____

Other Information: _____

Recruitment Officer: _____ Date: _____