

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
Office of Human Resources and Equal Opportunity  
STAFFING REQUISITION

\_\_\_ Administrator \_\_\_ Faculty \_\_\_ Supervisor \_\_\_ Classified \_\_\_ Classified Hourly

Position Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Campus: \_\_\_\_\_ Hiring Location: \_\_\_\_\_

Check all applicable to the type of position indicated above:

__ Permanent	__ Temporary	__ Categorically/Grant Funded
__ Full-Time	__ Part-Time % Of Part Time _____	
Work Days __ MTWTHF __ Other (Specify) _____	Number of Working Months __ ADO __ ADO + Summer __ 10 __ 11 __ 12	Work Hours __ Day __ Swing __ Grave __ Weekend

Requesting Manager (print name): \_\_\_\_\_ Date: \_\_\_\_\_ Ext: \_\_\_\_\_

Verification of Position Funding / Authorization to Fill

Position Number: \_\_\_\_\_ Name of former employee: \_\_\_\_\_

Reports to Position Number: \_\_\_\_\_ (liquid office approver) Supervisor's Name: \_\_\_\_\_

INDEX: \_\_\_\_\_ FOAP: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Percent (%): \_\_\_\_\_

INDEX: \_\_\_\_\_ FOAP: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Percent (%): \_\_\_\_\_

Campus Budget Verification (DA or FH) (signature/print name): \_\_\_\_\_ Date: \_\_\_\_\_

VP, Finance & Educational Res (DA) (signature): \_\_\_\_\_ Date: \_\_\_\_\_

VP of Department/Division (DA or FH) (signature/print name): \_\_\_\_\_ Date: \_\_\_\_\_

College President/Designee (DA or FH) (signature/print name): \_\_\_\_\_ Date: \_\_\_\_\_

Assignment of EEO Representative (DA) (name): \_\_\_\_\_

For Human Resources Use Only

Human Resources Director (signature): \_\_\_\_\_ Date: \_\_\_\_\_

District Budget Verification (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Announcement #: \_\_\_\_\_ Open Date: \_\_\_\_\_ Close/1st Review Date: \_\_\_\_\_

Classification: \_\_\_\_\_ Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ FTE \_\_\_\_\_ Home Org Salary: \$ \_\_\_\_\_

\_\_\_ Hiring Location \_\_\_\_\_ 39-Mo Re-Employment List \_\_\_\_\_ Transfer Request List

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Name of Hire: \_\_\_\_\_

Grade/Step: \_\_\_\_\_

Hire Date: \_\_\_\_\_