



Job Code _____

AUTHORIZATION TO AWARD POSITION (NEW HIRE)

POSITION UNIT AND TITLE

FEA _____

CE _____

ESP _____

NON-UNIT _____

FMC _____

HOURLY _____

FTA _____

* Position (_____)

FASA _____

School/Building _____

Replacing _____

Name of Hire _____ Phone _____

Days per week _____ Hours per day _____ Months/Days per year _____

Rate of pay _____ Account Number _____

PCN Number _____

Effective Date of Hire _____

Signature _____ Date _____

Administrator/Supervisor

Director, Human Resources

Date