

Bishop State Community College

PERSONNEL ACTION FORM

Administrative, Instructional, Staff and Support Personnel

NAME _____

POSITION _____

DEPARTMENT _____

CAMPUS _____

REQUISITION FOR EMPLOYEE

- Position to be filled from within College
- Replacement
- Other
- Full-Time
- Permanent
- Substitute
- Part-Time
- Temporary
- Interim

DATE POSITION OPENS: _____

- Position to be advertised or filled from outside New Position (Attach Job Description)

FUNDING SOURCE (IDENTIFY)

- Budgeted
- Unbudgeted
 - For How Long _____
 - Rate of Pay _____
 - Hours Per Day _____

JUSTIFICATION FOR FILLING POSITION:

REQUEST FOR CONTRACT

SALARY SCHEDULE _____

AMOUNT \$ _____

STARTING AND ENDING DATES:

From: _____ To: _____

REMARKS: _____

(For New Employees Only):

- Completed BSCC Employment Application
- Official College Transcripts (Schedules A,B,C,D)
- Documentation of Occupational Experience (Technical)
- Documentation of Teaching Experience (Technical)
- References (at least three)

Received _____	Pending _____
Received _____	Pending _____
Received _____	Pending _____ NA _____
Received _____	Pending _____ NA _____
Received _____	Pending _____

APPROVAL

DEPARTMENT HEAD _____

PERSONNEL DIRECTOR _____

SUPERVISOR _____

BUSINESS MANAGER _____

PRESIDENT _____