



WESTERN ILLINOIS UNIVERSITY

Western Illinois University
REQUEST FOR CIVIL SERVICE PERSONNEL

1. Application is hereby made for the appointment of one (indicate Civil Service classification title) in the Department, salary to be paid from

Budget No. Position No. UCS No. In accordance with a State Universities Civil Service System recommendation, if there is no position description on file, or if the existing description has not been updated during the past three years, it will be necessary to do so before any action can be taken to fill this vacancy.

2. Check appropriate box.

- [ ] This employee will replace who will on (date) [ ] be on leave [ ] transfer [ ] promote [ ] terminate employment\* (\*Resignation form must be completed by employee prior to filling vacancy.)
[ ] This is a request for change in budget number.
[ ] This is a request for a new position.
[ ] This is a request for a reclassification/reallocation of a present position.
[ ] This is a request for a temporary upgrade for (employee name) From To.

3. This employment will be:

- [ ] 12 months [ ] Less than 12 months (indicate number of months)
[ ] Full time (working hours) [ ] Part time (indicate fraction)
[ ] Extra help (short-term call-ins not to exceed 900 work hours) From To

4. Campus address for position: Building Room Phone

5. Request submitted by Date

\*ROUTE YELLOW COPY DIRECTLY TO HUMAN RESOURCES, 105 SHERMAN HALL, AFTER COMPLETION OF SECTIONS 1-4.

\*Yellow copy for Human Resources information only. Does not constitute authorization to fill vacancy.

ROUTE WHITE COPY IN THIS ORDER FOR SIGNATURE APPROVALS:

- A. Dean Date
B. Supervising Vice President Date

C. To be provided by Budget Director: Position funding verified: [ ] Yes [ ] No Request No. Total contract amount available \$

D. Human Resources Department: Date received Log No.

Table with 4 columns: 1. Director: Date received, Comment; 2. Classification: Date received, Job description date, Last audit date, Comment; 3. Examination: Date received, Test scheduled, Comment; 4. Employment: Date received, Dept. called, Freeze date, Comment.