



Request for Personnel

Section A. *To Be Completed by Hiring Department, with All Signatures Required, and Returned to Human Resources for Advertising.*

Position Title: _____

Department Account Number: _____ Months to be worked per Year: _____

Supervisor Title: _____

Campus: Athens Terrell HSC TDCJ Palestine

New Position: Yes No Job Description: Complete Updated Reviewed

Replacement: Yes No Who did it replace? _____

Full-Time *Part-time *If Part-time how many hours per week? _____

Salary Range (HR ONLY): _____

Job Vacancy Announcement dates: Start date: _____ End Date: _____ and add "or Until Filled" or-
 No dates- Until Filled **Only**

Note: *Special advertising, special work hours/days, reporting date, etc.:*

Required Signatures for Approval to Initiate Search

Supervisor

Date

Assistant Vice President/ Provost/Dean/Director

Date

Vice President

Date

Human Resources Director

Date

President

Date

Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability.