REQUEST FOR 89-DAY NON-CIVIL SERVICE APPOINTMENT APPROVAL
(To be used after the 1st non-civil service appointment)

I. DEPARTMENT OF

II. CANDIDATE INFORMATION

A. NAME ____________________________ ____________________________
   Last First MI

B. Within the last three months, was the prospective employee employed in your department in a non-
civil service appointment? ☐ YES ☐ NO
   If yes, and you wish to request a waiver, provide a written justification for your request in IV below.

III. POSITION INFORMATION

A. JOB TITLE ____________________________ SR ____ BU ____ POSITION NO. ____________
   LOCATION ____________________________ Type of Position: ☐ Permanent ☐ Temporary

B. Does the position require any statutory or regulatory license/certification/registration to practice in
   the occupation? ☐ YES ☐ NO
   If yes, does the prospective employee possess the necessary license, certificate or registration?
   ☐ YES ☐ NO

Note: An HRD 305, Requisition for Certification of Eligibles, must be submitted when an appointment of
longer than 89 calendar days, or 37 weeks at less than 20 hours per week, is planned.

IV. REASON FOR THE ANOTHER APPOINTMENT (POSITION/EMPLOYEE)

   EFFECTIVE DATE: _______________

V. EMPLOYING AGENCY

   I hereby certify that the above named employee will perform the duties and responsibilities
   characteristic of the position for the class for which the employee was appointed.

   Signature for Employing Agency ____________________________ Date __________________

VI. HRD APPROVAL/DISAPPROVAL

   Your request for approval of the above action is: ☐ Approved ☐ Disapproved

   Signature ____________________________ Date __________________