



County of San Bernardino
CHECKLIST FOR
CONCURRENT APPOINTMENT (ADDITIONAL POSITION)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

Note: Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

Personnel Requisition (PR)*

[Manual – Include copy with packet](#)

Online

REQUIRED

[Job Action Request \(JAR\)](#)

[Employment Status and Wage Notification](#)

[Concurrent Appointment \(Additional Position\)
Request \(signed by both departments\)](#)

[Social Security Form \(Form SSA-1945\)](#)

REQUIRED (IF APPLICABLE)

[Advanced Step Hiring Request-New Employee Only*](#)
[Automobile Election Agreement-Exempt*](#)

No Copies Needed in Packet

[Bilingual Compensation Request – Level I*](#)
[Bilingual Assessment & Compensation Request –
Levels II or III*](#)

[Bilingual Questionnaire/Justification – Levels II or III*](#)
[Bilingual Assessment & Compensation Request –
Safety Unit](#)

*Special Districts: Send to Special Districts Human Resources

Incomplete Packets Will Be Returned