



# CHECKLIST FOR CONCURRENT APPOINTMENT (ADDITIONAL POSITION)

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>
<b>Department</b>		

### **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 Forms](#)

\*Special Districts: Send to Special Districts Human Resources

**Incomplete Packets Will Be Returned**