



Bainbridge College

Employment Request (ER)

<i>For HR use only</i>
Req. # _____
Posted: _____ to _____

Position Information

Position Title: _____ **Dept Name:** _____ **Budget Unit No:** _____ **Position Number:** _____

Class Code: _____ **Pay Grade:** _____ **Shift:** _____ **Work Com. %** _____

Nature of Vacancy: New Position Currently Vacant Replacement Employee Vacating:
Date Available: _____

QIC (Qualified Internal Candidate; within hiring department only, classified employees only – posted 3 days internally) Regular Posting (5 day minimum)

Physical Required (Position requires a high level of physical activity or is located in the hospital)

Drug Screen Required (Position requires working with patients, operating MCG vehicles and/or machinery)

Contact Information (Please Print):	Supervisor/Position Interviewer:
Department Contact: _____	Office Ext: _____ Fax: _____
Campus Room No: _____ Office Ext: _____ Fax: _____	Office Ext: _____ Fax: _____

Salary Distribution Information

Base Salary: \$ _____ Hourly Monthly Total amount currently funded for this position: \$ _____

Fund	Department	Program	Class	Project	Rate	Rounded \$ Amount
Fringes:						
1.0000						\$0.00

Signature Authorization

Person completing form:	Date:	Signature:
Dept Head:	Date:	Signature:
Dean's Office:	Date:	Signature:
Sponsored Accounting:	Date:	Signature:
Budget:	Date:	Signature: