

A&P Search Waiver Request

Department	For HR Use only <input type="checkbox"/> Existing Position <input type="checkbox"/> New Position	HR #
Position Number		HR cat/sub
Job Code/Title		Search Fiscal Year
Working Title		Job Code
Account Code/Funding		FLSA: <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Contact Name	Phone	Email
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Name	Sex	Ethnicity Code	Person with Disability	Covered Veteran	Percent of Time/FTE	Beginning Date	End Date Limited Term or Temporary	U.S. Employment Eligibility

E- Ethnicity Codes 1 Asian 2 African American 3 Hispanic or Latino 4 American Indian or Alaska Native 5 Native Hawaiian or Other Islander 6 White 7 Other	S- Sex M -Male F-Female	V-Veteran V-Veteran Era S-Special Disabled O-Other Eligible	D-Disabled
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Reason for Waiver:

- Acting/Interim
- Domestic Partner Accommodation
- Emergency
- Promotion
- Reorganization
- Target of Opportunity
- Underutilization
- Other – Please list

Attach a detailed letter outlining the rationale for waiving the usual search process.

Attach a curriculum vita/résumé and position description. If promotion, attach former position description.

Authorizations (listed in routing approval order)

Administrative Authority _____ Date _____
 Chief HR Officer _____ Date _____
 Chief Operating Officer _____ Date _____

***Please note-** verbal offers cannot be made until the Search Waiver (this form) has been approved by Human Resources*