

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

I. DEPARTMENT OF \_\_\_\_\_

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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.

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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.

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

EFFECTIVE DATE: \_\_\_\_\_

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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 \_\_\_\_\_

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VI. HRD APPROVAL/DISAPPROVAL

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

Signature \_\_\_\_\_ Date \_\_\_\_\_