

Recruitment Selection Form

(Please complete once a selection has been made.
Must be submitted to and approved by the Personnel Department prior to making an offer.)

Name of Applicant: _____

Department: _____ Job Title: _____

Desired Start Date: _____ References checked by department

Type of Position: Regular F/T Regular P/T PSE Volunteer Intern

Range: _____ Desired Step: _____

Salaried Hourly

(If salaried position, please submit a FLSA Exemption Test Worksheet with the Recruitment Selection Form)

Bilingual Requested: ___ Yes ___ No

If step B or C, requires Department Head and Personnel Department Approval, if step D or E, also requires CAO approval. **Reason for desired step, if above step A:**

Department Head Approval: _____

Personnel Department Approval (If applicable):

CAO Approval (If applicable):

Linda Durrer, Personnel Director

Scott H. De Moss, County Administrative Officer (CAO)