



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM
DIVISION OF HUMAN RESOURCES
CENTRAL OFFICE HIRING APPROVAL FORM

Section A - To be completed by Department Head requesting the position

Department/Location _____	Date _____
Department Head _____	Reason for Vacancy (Resignation, Retirement, Internal Promotion, etc....) _____
Position Requested _____	
Employee Being Replaced/EID (If Applicable) _____	Effective Date _____
Funding Source <input type="checkbox"/> General _____	Funding Source <input type="checkbox"/> Other _____
Class Code _____	PCN _____

Section B - Justification/Rationale to be completed by Department Head requesting the position

***Section C- To be completed by Compensation Department**

Salary Range _____

Grade/Schedule _____

Days Per Year _____

Compensation Staff _____

Date _____

Section D - To be completed by Deputy/Chief

Approved Denied

Deputy/Chief

Date

Section E - To be completed by the Superintendent

Approved Denied

Interim Superintendent

Date

Return to: Alisha Albritten, Interim Chief Human Resources Officer
C: Deputy/Chief
Position Control