

# HIRING FREEZE WAIVER REQUEST FORM



Complete one form for each position and submit the completed form to the County Administrative Office. *(If the recruitment fails, waiver must be sought again to re-recruit for General Fund positions.)*

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Department Title: [Click or tap here to enter text.](#)

Budget Unit #: [Click or tap here to enter text.](#)

Position Title: [Click or tap here to enter text.](#)

Previous Incumbent: [Click or tap here to enter text.](#)

Request is to fill position as:     Permanent         Extra Help

Funding Source: Choose an item.

[Click or tap here to enter text.](#)

When did or will the position become vacant? [Click or tap here to enter text.](#)

Justification for approval of waiver: [Click or tap here to enter text.](#)

Department Head: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

## COUNTY ADMINISTRATIVE OFFICER TO COMPLETE

Approved

Conditions of Approval, if any: [Click or tap here to enter text.](#)

Denied

Reason for Denial: Choose an item.

Other: [Click or tap here to enter text.](#)

Susan Parker, County Administrative Officer: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Distribution            Original: Human Resources             Copy: Requesting Department Head

## HUMAN RESOURCES TO COMPLETE

*Extra Help & Permanent Positions*

Entry into database by [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

*Permanent Positions*

Scanned to Requisition # [Click or tap here to enter text.](#)

Entry into database by [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)