



REQUEST TO HIRE FORM

Date: _____

Department: _____

Requesting Deputy/Director: _____

Job Title to be Posted: _____

Justification for Request to Hire:

Applicable to all Signatories below:

With respect to all jobs under the jurisdiction of the Cook County Assessor's Office (CCAO) that are not identified as exempt on the Assessor's Office List of Exempt Positions, as amended and as filed with the court, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of CCAO employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Dpty./Dir. of Hiring Dept: _____

Date: _____

(Signature)

*** Finance Approval ***

Job Title: _____	Grade: _____
Business Unit: _____	Job Code: _____
PCID # _____	Fund: 110 <input type="checkbox"/> 130 <input type="checkbox"/>
Is there budgetary authority to fund this Position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hourly Rate _____	Annual Salary Range: _____
Range: _____	
Chief Administrative Officer: _____	Date: _____

*** Human Resources Approval ***		
Is this a Collective Bargaining Agreement Position?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
Is this a <i>Shakman</i> Exempt Position?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Date of Position Description		
Is the Position Description accurate and does it reflect the actual duties and Qualifications of the Position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Posting Date: _____	Repost Request Date: _____	
From: _____ To: _____	From: _____	To: _____
Director of Human Resources: _____		Date: _____