

**Office of Human Resources**  
**Pre-Employment Request Form**

Fax completed form to 631-8263  
askHR 631-5900

**Request Information**

Hiring Manager \_\_\_\_\_

Date \_\_\_\_\_

Requested By \_\_\_\_\_

- Sex Offender Only
- Sex Offender & County Criminal Background Check
- Drug Test
  - In Area
  - Out of Area
- Degree Verification

**New Hire Information**

Last Name \_\_\_\_\_

Req Number \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

County of Residence \_\_\_\_\_

SSN \_\_\_\_\_

Department \_\_\_\_\_

FOAPAL \_\_\_\_\_

Application on File?     Yes     No  
(An application needs to be on file prior to processing)

Ethnicity \_\_\_\_\_      Gender \_\_\_\_\_

Citizenship     US Citizen     Other \_\_\_\_\_

E-Class:

- |  |  |
|--|--|
| <input type="checkbox"/> S1 (FT Exempt)            | <input type="checkbox"/> S5 (FT Non-exempt Salaried) |
| <input type="checkbox"/> S2 (PT Exempt)            | <input type="checkbox"/> S6 (PT Non-exempt Salaried) |
| <input type="checkbox"/> S3 (FT non-exempt Hourly) | <input type="checkbox"/> T1 (Temporary – Hourly)     |
| <input type="checkbox"/> S4 (PT Non-exempt Hourly) | <input type="checkbox"/> T2 (Temporary – Salaried)   |

**HR Internal Use Only**

SO \_\_\_\_\_  
BC \_\_\_\_\_  
DT \_\_\_\_\_  
HM   EP   LY \_\_\_\_\_