

Form P-1
Rev. 5/11

MISSISSIPPI DEPARTMENT OF EDUCATION
REQUEST TO RECRUIT FOR EMPLOYMENT

CHECK ONE:

"IN-HOUSE" ADVERTISEMENT ONLY _____

"IN-HOUSE" ADVERTISEMENT AND SPB LIST OF ELIGIBLES _____

PIN# _____ OCCU TITLE: _____ OCCU CODE: _____

TYPE POSITION: Perm. FT _____ Perm. PT _____ TL/FT _____ TL/PT _____

FUNDING SOURCE

AGENCY CODE: _____ PROGRAM NAME: _____

ACCOUNT CODE: _____

REPORTING CATEGORY: _____ ACTIVITY CODE: _____

ORGANIZATIONAL CODE: _____ SUB ORG CODE: _____

SDE _____

OFFICE/BUREAU: _____

OFFICE LOCATION OF PIN: _____ COUNTY: _____

TRAVEL CODE OF PIN: _____ ANTICIPATED HIRE DATE: _____

PREVIOUS OCCUPANT OF PIN: _____

CONTACT PERSON: _____

REMARKS/SPECIAL QUALIFICATIONS: _____

REQUEST BY: _____ TITLE: _____ DATE: _____

BUREAU DIRECTOR/MANAGER: _____ DATE: _____

DEPUTY SUPERINTENDENT: _____ DATE: _____

BUDGET PERSONNEL: _____ DATE: _____

PAY AUTHORIZED: _____ AUTHORIZED EFFECTIVE DATE: _____

STATE SUPERINTENDENT/DEPUTY SUPERINTENDENT: _____

ACTION BY HUMAN RESOURCES:

Dates of "In-House" advertisement:

Date "In-House" applications sent to Office/Bureau:

Date "Certificate of Eligibles" Requested from SPB:

Date "Certificate of Eligibles" sent to Office/Bureau: