



# Request For Limited Waiver of Recruitment

Please submit request form and the applicant's CV to HR Operations by email: [ersohrops@erso.berkeley.edu](mailto:ersohrops@erso.berkeley.edu)  
 Or  
 Drop the documents off at the HR Operations Office in 199M Cory Hall

Applicant Name		Requestor		Date	
New Position	<input type="text"/>	Replacement For			
Effective Date		End Date		Duration <i>(limited to less than 1000 hours)</i>	
Job Code		Job Title		Prior Classification Approved	<input type="text"/>
Dept/Unit		Annual Salary		Appointment Percent	

**Content of Waiver Request:**

A waiver of recruitment must be based upon business necessity and the reasons must be documented for why and how the listing of the position would cause a disruption to the Department's ability to provide services or ability to continue with a specific research activity.

**Written Justification:**

Chartstring:

RSO Name:

RSO Signature:

*RSO Signature confirms there is sufficient funding for duration of appointment*

PI Approval Signature:

HR Approval	Signature	Date	Waiver Number
Approved			
Not Approved			

Attachments:	
Job Description	<input type="checkbox"/>
PEM	<input type="checkbox"/>
Resume	<input type="checkbox"/>