

AFC Unit \_\_\_\_\_

A35.300EH

APPOINTMENT REQUEST FORM  
EXTRA HELP

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ (Verify With Employee)

Effective Date \_\_\_\_\_ Hourly Rate \$ \_\_\_\_\_

Total Hours Approved For This Employee \_\_\_\_\_

From: \_\_\_\_\_, 20\_\_ Through \_\_\_\_\_, 20\_\_ .

Date \_\_\_\_\_ Signature \_\_\_\_\_

Unit Manager

ATTACHMENTS (if applicable):

- Approved A35.100 EH
- Authority to Release Information, A35.203 <sup>1</sup>
- Statement Of Selective Service, A35.209
- Citizenship Status Federal I-9 Form (new hire only)
- Residency Certification, A35.307
- Acceptance of Privilege To Operate A State Vehicle & Traffic Violation Report (driver's only), A130.100 <sup>1</sup>
- Employee Disclosure Forms F-3 through F-6
- Direct Deposit Form (mandatory), P200
- Mandatory Direct Deposit Notification P300 (interview process requirement) <sup>2</sup>
- Notice Of Withholding – Personal Use Of State Owned Vehicle, A130.500
- Employment Application
- Emergency response extra-help new hires: residency requirement verified by supervisor, initial here \_\_\_\_\_
- Physical Examination Reports (emergency response new hires only), Forms A85.100 and A85.400(b)
- Retirement Data Form (new hire only), Form MDF – 9/2005 revision date, **copy of Social Security Card required**
- Acknowledgement of Receipt of Policy § 170, A170.100 (if CDL required)
- State (AR4EC) and Federal (W-4) Exemption Forms (new hire only)

Revised: 9/1/2009

<sup>1</sup> Submit to AFC HR Dept for background check *before* job offer

<sup>2</sup> To request Direct Deposit Hardship Exemption complete Form OPM 236-B