

AFC UNIT \_\_\_\_\_

A35.302

PROBATIONARY APPOINTMENT AND CERTIFICATION OF QUALIFICATION  
NEW HIRE AND PROMOTION FORM

This confirms the probationary appointment of \_\_\_\_\_  
(employee name)

to the position of \_\_\_\_\_ , \_\_\_\_\_ ,  
(position title) (position number)

effective 8:00 a.m. \_\_\_\_\_ , at the hourly rate of \$ \_\_\_\_\_ .  
(date)

By his signature the unit manager certifies that the employee meets all entry-level requirements set-out in AFC Policy § \_\_\_\_\_ for this probationary appointment. The employee will report to \_\_\_\_\_  
(supervisor's name and title)

at \_\_\_\_\_ .  
(office location/telephone number)

To retain his job the employee must satisfactorily complete a twelve-month probation. Satisfactory completion of probation includes but is not limited to successfully completing the requirements set-out at AFC Policy § \_\_\_\_\_  
by \_\_\_\_\_ .  
date

By his signature the employee acknowledges receipt of a copy of the policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature