



REQUEST FOR CERTIFIED NAMES

PER-5 (9/03)

Division of Human Resources
Employment Services
(785) 532-6277 Fax (785) 532-6095

It is the responsibility of the hiring department to ensure that no offer of employment is extended until a signed letter of resignation is on file within the department.

Department Name: Date to Start Work:

Reason for Recruitment: Resignation Retirement Name of person leaving:
New Position Other

Type of Position: Permanent Full-Time Percentage of Time Temporary
Permanent Part-Time Limited Term

Job Code: Class Title:

County where position is located: Hours work: From: To:

Position Number(s):

Rate: \$/Hourly \$/Annually Salary Grade:

Summarize the preferred or desired qualifications as listed in position description:

Department Contact Information:

Name: Internal Applicants ONLY
E-Mail Address:
Address: Internal & External Applicants
City/Zip:
Area Code & Phone: () Billing Contact:
Fax Number: ()

Upon selection, please return this form with the following attachments:

- PER-10
Lists of eligible candidates
Applications with responses noted
Appointment Form

Ads are placed in local papers on Sunday unless otherwise requested. Departments are responsible for paying for ads.

Cancel list REASON:

Department Head's Signature: Date: