THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
Human Resources Services
75 North Pace Blvd., Pensacola, FL 32505
Phone: 469-6339

MISCELLANEOUS APPOINTMENT REQUEST

School/Department:_____

Name of Applicant:_____ Last 4 of SS#:_____

Position Title:_____

Funding Source/Project:_____ Grant:_____

Cost/Budget Code: _____ _____ _____ _____ _____
FUND FUNCTION OBJECT COST CENTER PROJECT/GRANT

Effective Date:_____

NOTE: THE SCHOOL DISTRICT OF ESCAMBIA COUNTY IS A DRUG/NICOTINE-FREE WORKPLACE EMPLOYER.
PRE-EMPLOYMENT DRUG/NICOTINE TESTING IS REQUIRED.

I understand that this appointment is contingent upon the approval of my:

1) Certification/Licensure/Qualifications
2) Background screening information
3) Drug/Nicotine screening results

Applicant Signature:_____ Date:_____

SIGNATURES OF APPROVAL

1. _____ _____
Principal/Department Head Date

2. _____ _____
Director - H.R. Services Date

3. _____ _____
Budget Department Date

☐ Funds Budgeted
☐ Funds Not Budgeted