

## Request for Exemption Staff Search Procedures

LDA

NON-EXEMPT

GRANT FUNDED

Department/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Exemption For (Name): \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_ Male:  Female:  Position # \_\_\_\_\_

Title: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

An exemption from the staff hiring procedures is requested for the above individual for the following reason(s): (Please indicate all that apply and attach CV/Resume & Justification Statement.)

Unique qualifications and/or situations that make a search counterproductive. Documentation of the qualifications must be attached.

Dual Career Program participant

Other:

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_