



Office of Affirmative Action and Equal Opportunity Programs
3451 Walnut Street
Franklin Building, Suite #421
Philadelphia, PA 19104-6205

Request for Waiver of Search

Date _____

DEPARTMENT INFORMATION

Hiring Officer _____	Title _____
Phone _____	Email _____
Department _____	School/Center _____

POSITION INFORMATION

Position Title _____		Reference Number _____	
New Position	Existing Position	FT	PT
Salary Grade _____	Start Date _____	End Date _____	

REASON FOR REQUEST

Please Explain _____
Name of Selected Candidate _____
Explain Selection _____
Proposed Salary _____

Please attach the following documents and return to OAA/EOP, 3451 Walnut St., Franklin Building, Philadelphia, PA 19104-6205:

- Copy of candidate's signed online application
- Copy of candidate's resume (if applicable)
- Completed and signed Affirmative Action Compliance Form
- HR1
- The original Affirmative Action Compliance Form if you are requesting to hire a candidate from an existing pool that is no more than four months old

APPROVALS

_____ Signature of Hiring Officer	Date	_____ Signature of Compliance Officer	Date
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<i>For Office of Affirmative Action Use:</i>	
APPROVED	NOT APPROVED
_____ Signature of OAA/EOP Administrator	
Date	