

**A RULE ADOPTING OFFICIAL HUMAN RESOURCE
FORMS FOR USE WITHIN THE SYSTEM BY ALL APPOINTING
AUTHORITIES FOR CLASSIFIED AND UNCLASSIFIED PERSONNEL;
AND FURTHER PROVIDING A NUMBERING SYSTEM OF SAID
FORMS; AND
ESTABLISHING AN EFFECTIVE DATE**

SECTION I. The following forms herein named are official Santa Rosa County forms for use by all Appointing Authorities for Classified Personnel.

SECTION II. The Human Resource Department may change the format or contents of an approved form, as needed.

SECTION III. All Human Resource forms shall be numbered as herein designated:

Amended: 07/27/2006

- HR I Position Description Questionnaire
- HR II Requisition to Fill Vacancies from Registers
- HR II (Automated) Requisition to Fill Vacancies from Registers
- HR III Application for Employment
- HR III Application for Employment (Automated)
- HR IV Medical History & Evaluation
- HR V Notice of Disciplinary Action
- HR VI Separation of Employment
- HR VII Personnel Action
- HR VII (Automated) Personnel Action
- HR VIII Employee Evaluation
- HR IX Transfer/Donate Leave
- HR X Request for Donated Leave
- HR XII Designation of Beneficiary of Benefits
- HR XIV Separation Check List

SECTION IV. The effective date of this rule shall be July 1, 2002.