

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY
Greensboro, North Carolina 27411

PERSONNEL ACTION CERTIFICATION FORM

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE REPORT

The form is to be completed with respect to all recommendations concerning the employment of an individual to fill a new position or to fill a vacancy in an established position. The completed employment report is to be submitted to and approved by the Affirmative Action Officer before any offer of or appointment is to be made.

NAME OF PROSPECTIVE EMPLOYEE: _____

ADDRESS: _____

Number and Street

City and State

Zip Code

ENCLOSE UPDATED PERSONAL RESUME

POSITION (1) EPA: _____
Position Position No.

(2) SPA: _____
Job Title Position No.

RECOMMENDED BY: _____
Name

Title

Date

PROPOSED EFFECTIVE DATE OF EMPLOYMENT: _____

LIST QUALIFICATIONS REQUIRED TO FILL POSITION: _____
