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|  | **Hire Form for** **Paper Agencies**Revised: 03/24 |

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| **Employee Information**  |
| **Hire Date:**  | **Gender:** Male [ ]  Female [ ]  Non-binary [ ]  | **Date of Birth:**  |
| **Agency Name:**  | **Agency Personnel Area:**  |
| **Employee’s Name:**  | **Social Security Number:**  |
| **Highest level of education achieved:** | **Institution:** |
| **Type of degree/certification/diploma awarded:** | **Institution Location/State:** |
| **Major field of study (if a college degree is indicated):** |

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| **Appointment/Position Information** |
| **Hire Reason/SCS Rule Number for Hire Action:**  |
| **Position Number:**  | **Job Title:**  | **Classified** [ ]  **Unclassified** [ ]  |
| **Job Posted By Civil Service: Yes** [ ]  **No** [ ]  | **Minimum Qualifications Met: Yes** [ ]  **No** [ ]  | **LA Careers Requisition Number:** |
| **Contract Type:**  | **Assignment End Date (if applicable):**  |
| **Address:**  | **City:**  | **State:**  |
| **Zip Code:**  | **Parish:**  | [ ] *Click here if employee wants address information kept confidential* |
| **Work Hours (FT or PT):**  | **Pay Reason:**  | **SCS Rule Number for Pay:**  |
| **Pay Amount:** | **Hourly:**  | **Bi-weekly:**  | **Annually:**  |
| **Race/Nationality:**  | American Indian/Alaskan Native [ ]  African American or Black [ ]  Asian [ ]  Caucasian [ ]  Native Hawaiian or Other Pacific Island [ ]  Other [ ]  |
| **FLSA Status:** Exempt [ ]  Non-Exempt [ ]  | **Adjusted Service Date:**  |

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| **Agency Contact Information** |
| **Contact Name:**  | **E-mail Address:**  | **Phone**:  |
| ***I hereby certify that all information on this document is true and correct to the best of my knowledge.*** |
| **Appointing Authority Signature:**  | **Title:**  | **Date:**  |

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| ***STATE CIVIL SERVICE USE ONLY*** |
| **LaGov HCM Personnel Number:**  |  |  |

**Electronic Submission:**

**Scan form as PDF & upload via** [**Paper Agency Portal**](https://apps01.civilservice.louisiana.gov/asp/HRPortal/LoginSimple.aspx?ReturnUrl=%2fasp%2fHRPortal%2fDefault.aspx) **in the HR Info Portal.**