



**REPORT OF APPOINTMENT TO NON-TESTING CLASSIFICATION
SUBJECT TO GOVERNMENT CODE 19063**

The provisions of Government Code Section (GCS) 19063 require that all appointments to nontesting, seasonal or entry-level positions be documented to ensure that public assistance recipients under CALWORKs are provided with priority consideration.

I. Position & Appointment Information

1. Department:
2. Institution, Hospital or Facility (if applicable):
3. Position Number:
4. Non-Testing Classification of Hire:
5. Location (City) of Position Filled:
6. Effective Date of Hire:
7. Name of Person Hired:
8. Social Security Number:

9. Appointment Type:

New Hire:

a. Is the person hired a CALWORKs recipient (or were they at the time job was offered)?

Yes (Go to Section II)

No (Answer Question b.)

b. Was this hire made from an established employment pool?

Yes (Completed Form 264 - Side 2 & Go to Section II)

No (Answer Question c.)

c. Was this hire made under the provisions of a waiver in order to address an emergency as described in Section 19063.3 of this Act?

Yes (Notify the Joint Legislative Budget Committee within five days of date of hire of the circumstances justifying the need for the waiver and attach DPA waiver approval)

No (Completed Form 264 - Side 2)

Rehire of Former Non-Testing Employee, in same classification, within 12 months of last date worked:

(Date Last Worked)

II. Documentation & Certification

I hereby certify, by signature below, that all requirements of GCS 19063 were applied to this hire and that required documentation, as applicable, is maintained on file.

Name & Title of Person Completing Form

(Telephone Number)

(Date)

**COMPLETED FORMS MUST BE RETAINED FOR SPB AUDIT PURPOSES FOR THREE (3) YEARS
AFTER THE APPOINTMENT DATE FOR WHICH IT WAS COMPLETED.**

