




**Administrative  
Manual  
DETAIL PROCEDURE**

SECTION  
Personnel

SUBJECT  
NON-CITY RESIDENT  
APPROVAL REQUEST

The form shown below contains all necessary instructions for completion:

- INSTRUCTIONS: 1- Use typewriter only. 2- DO NOT REMOVE CARBONS! 3- Remove Agency Initial' copy and file. 4- Submit remaining copies with carbons intact to The MAYOR.

	CITY OF BALTIMORE	NON-CITY RESIDENT APPROVAL REQUEST
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LOCATION OF EMPLOYMENT	AGENCY	BUREAU	DIVISION
	POSITION TITLE		
NON-CITY RESIDENT	NAME		SOCIAL SECURITY NUMBER
	ADDRESS		
JUSTIFICATION			
APPROVALS	APPOINTING OFFICER (NAME)	SIGNATURE	DATE
	AGENCY HEAD (NAME)	SIGNATURE	DATE
MAYOR'S OFFICE USE ONLY	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE-MAYOR	DATE

28-1258-5036 REV 7-75

1- AGENCY FINAL- CSC/PAYROLL

- . Form Number: 28-1258-5036
- . Type: 5-part set
- . Size: 8" x 5"
- . Order Unit: Specify "Each"
- . Quantity of Forms per Order Unit: 1 set

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 02, and citing the above information.

**NOTE:** The above form and its previous version -- REQUEST TO HIRE NON-CITY RESIDENT (28-1258-5036 REV 7-75) -- are identical except for the title. The previous version will be issued by the Warehouse and should be used by agencies until stocks are exhausted.