



# Search Waiver Request Form for Staff and Academic Personnel

Prior to submitting a search waiver request, please review the [Search Waiver Request Policy](#).

The Office of Equal Opportunity and Affirmative Action needs to evaluate the request for a search waiver before a final decision is made. Please complete all fields in the form below. These requests must be approved by the applicable dean, chancellor, or administrative unit head prior to submission. For any additional questions or issues, contact [eoaa@uw.edu](mailto:eoaa@uw.edu).

PART 1: SEARCH WAIVER CANDIDATE (HR Administrator completes this section)	
Candidate's Name (Last, First, MI)	Candidate's email address
Proposed appointment title or job profile	Anticipated start date
School/College/Campus	Department/Unit/Program
Will this candidate now or in the future require visa sponsorship for employment at the University of Washington? Yes      No	
Reason for the search waiver: Spouse/partner accommodation* Critical hire or "team" requirement Candidate specifically named in a contract or grant Uniquely qualified individual  <i>*In order to be qualified for a spouse/partner accommodation, the requirements as set forth in <a href="#">RCW 26.60.010</a>, <a href="#">26.04.020</a>, and <a href="#">26.60.030</a> must be met.</i>	

<b>Waiver Details.</b> Please describe how the candidate meets the requirements of the reason(s) indicated above.	
<p><b>If this is a spouse/partner accommodation, please provide the position or job title of the spouse/partner and start date.</b></p> <p>Spouse/partner title _____ Spouse/partner start date _____</p>	
Requestor's Name (Last, First, MI)	Requestor's email address

PART 3: APPROVER (Dean/Chancellor/Administrative Unit Head completes this section)	
Name (Last, First, MI)	Email
Signature	Date

**HR Administrator:** Please forward the completed form, along with the candidate's CV or resumé, to [eoaa@uw.edu](mailto:eoaa@uw.edu). If a candidate has been named in a contract or grant, please also attach a copy of the grant or contract along with the completed for.