

Employment Requisition by City Department

I/We are hereby requesting that the following position be filled:

General Information

Department Name: _____ Location Number: _____

Appointing Authority: _____

Position Title: _____

Number of Vacancies: _____ Requested Start Date: _____

Employee to be replaced: _____

Requisition Reason:

- New/additional position Termination/Resignation Transfer
 Leave Retirement Promotion

Position Information

- Civil Service Labor Service Neither

Status Type: Permanent Temporary Per Diem

Employment type: Full-time Part-time Hours per week: _____

Bargaining Unit: _____ Wage Grade: _____

- Salary \$ _____ Hourly \$ _____

Funding source/account (org/ob): _____

Funding verified with Audit: _____ By whom: _____ Date: _____

Special qualifications, certifications, licenses required:

Additional comments/justifications/changes from existing position:

Advertising/posting requested: _____

Signature: _____ Date: _____
Appointing Authority/Department Head

Approved: _____ Date: _____
Personnel Director

Approved: _____ Date: _____
City Auditor

Mayor: _____