Employment Requisition by City Department

Department: ______________ Location: ______________ Date: ______________

Appointing Authority/Department Head (if different): _________________________

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

__________________________________________

(Title)

New ________ Existing ________ Existing, with changes ________

Reason for vacancy: ______________________________________________________

Replacing Employee: ______________________________________________________

Civil Service ____ Labor Service ____ Neither _____ Don’t know ______

Bargaining unit: _______ Hourly: _______ Salary: _______ Scale/Grade: _______

Number of vacancies: ________ Date employment requested to begin: ________

Funding source/account (org/ob): ________________________________

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

Status type (check all that apply): Permanent _____ Temporary _____ Intermittent _____

Military Sub _____ Original hire: _________ Promotion: _______ Transfer: _______

Employment type: Full-Time ______ Part-Time____ Hours/wk.: _____ Shift/Group: _____

Civil/Labor Service Requisition (Fm. 13) attached _______ Job Description (Fm. 30) attached: _______

Special qualifications, certifications, licenses:

________________________________________________________________________

Additional comments/justification/changes from existing position:

________________________________________________________________________

Advertising/posting requested: ______________________________________________

Signature: ______________________________ Date: ______________

Appointing Authority/Department Head

Approved: ______________________________ Date: ______________

Personnel Director

Approved: ______________________________ Date: ______________

City Auditor

Mayor: ______________