

## Employment Requisition by City Department

Dept: \_\_\_\_\_ Location #: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority/Department Head: \_\_\_\_\_

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

Date employment requested to begin: \_\_\_\_\_ Number of Vacancies: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_ Scale/Grade: \_\_\_\_\_ Salary \$ \_\_\_\_\_ Hourly \$ \_\_\_\_\_

Funding source/account (org/ob): \_\_\_\_\_

Funding verified with Audit:	By whom:	Date:
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Status Type: Permanent  Temporary  Intermittent

Military Sub  Original Hire  Promotion  Transfer

Employment type: Full-time  Part-time  # hours per week: \_\_\_\_\_

Special qualifications, certifications, licenses required:

\_\_\_\_\_  
Additional comments/justifications/changes from existing position:

\_\_\_\_\_  
Advertising/posting requested: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointing Authority/Dept. Head

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Personnel Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Auditor

Mayor: \_\_\_\_\_