

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: _____

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: _____

Approx. Cost : _____ Approved by Dept. _____ Date: _____

Signature: _____ Date: _____

Appointing Authority/Department Head

Approved: _____ Date: _____

Personnel Director

Approved: _____ Date: _____

City Auditor

Mayor: _____