

PERSONNEL REQUEST FORM

TO: Personnel Director

FROM: _____
School or Program

TITLE OF POSITION: _____
Attendance Unit

1. Category: (check one box in each of 'a', 'b' and 'c')

- a. New position _____
- b. Permanent _____
- c. Full time _____
(enter hours/week)
- *Replacement _____
- Temporary _____
- Part time _____
(enter hours/week)

*Individual being replaced and reason: _____

2. Anticipated date(s) of employment: _____

3. List general duties and responsibilities of position. (If new position, attach suggested job description.) _____

4. List any special qualifications you wish the candidate to possess. (Use a separate sheet if needed.) _____

5. Are there funds in the current Board budget to employ the person?

Yes _____ No _____ If No, indicate source of funding.

Recommended: _____ Date: _____
Central Office Administrator

FOR PERSONNEL OFFICE

Date received in Personnel: _____

Recommended: _____ Date: _____
(Name)

Date submitted for Board action: _____

Disposition: _____ Date: _____

Date position filled: _____

INSTRUCTIONS: This form shall be prepared in duplicate by the requesting party. One copy will be retained by the place of origin, and one copy shall be forwarded to the Personnel Director for processing.