

Requisition No.: _____

Position No.: _____

Employee Requisition

To: Human Resources Department

Date Needed: April 4, 2005	Department: Clerks
Requested Position Title: City Clerk	No. of Vacancies: 1
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> New
Budget Account # 215 - 702 . 000	

Reason for Hire: <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Addition <input type="checkbox"/> Temporary; from: _____ to: _____	
Replacement for: Beverly Jasinski	Last day: April 1, 2005
Reason for leaving: <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer	
If addition to staff, requested start date:	
Explain need (or attach Position Control document):	
Minimum starting rate requested:	

If <i>NEW</i> position, list key elements of responsibilities:	List Candidate Qualifications (include why needed and whether required or preferred)
--	--

Requested By: _____	Date: _____
---------------------	-------------

Signature of Director: _____	Date: _____
------------------------------	-------------

Human Resources Director: _____	Date: _____
---------------------------------	-------------

Other Approvals Required:	<input type="checkbox"/> Budget Available	<input type="checkbox"/> Not Available
<input type="checkbox"/> Fiscal Team: _____	Date: _____	
	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<input type="checkbox"/> Mayor's Office: _____	Date: _____	