
REQUEST FOR PERSONNEL

Job title: _____ Department: _____
Shift: _____ Location: _____
Number of persons: _____ Salary range: _____
Date needed by: _____ Grant name: _____
Closing date: _____ Grant number: _____

Hours: Full Time
Part Time Hours part-time: _____
Status: Regular
Temporary End Date _____

Reason for requisition: _____

Where to advertise: _____

Requirements: High School College Trade School
 Other: _____

Special Requirements: _____

| | |
|---------------|-------|
| Requested by: | _____ |
| Department: | _____ |
| Date: | _____ |
| Approved by: | _____ |
| Date: | _____ |

| HUMAN RESOURCE DEPT. USE |
|--------------------------|
| Position filled by: |
| _____ |
| Date: |
| Starting Date: |
| _____ |