

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: SoCoCAA Website Connecting Colorado Durango Herald
DRUM NM Workforce Connection Pagosa Springs SUN
Facebook Craigslist Other:

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:
