

EMPLOYMENT REQUISITION

Date

Vacant Position Title

Position Formerly Held By

Effective Date of Vacancy

BOC Approval Date/Reso #

Fund/Section (dept) No.

Check One:

- Full Time
- Leave of Absence
- Part Time w/Benefits
- No Benefit Position

Reason for Vacancy:

- Resignation/Discharge
- Retirement
- Leave of Absence
- Promotion
- Death
- Transfer out of Dept.
- Other: _____

Check all that apply:

All positions are posted internally - note below if you are requesting additional postings.

_____ Post to public simultaneously

_____ Requesting ad to public be placed in additional publications (**attach details**)

Individuals designated to interview applicants: _____

Phone number of interviewer: _____

Authorized Signature: _____

Department: _____