



PERSONNEL REQUISITION

Requested Position:	Date of Request:
Department:	Location:
Pay Range:	Start Date:
New Employee Replacement Employee Who is being replaced?	
Employee Group:	
Describe the work schedule, including overtime:	
If this is a temporary position, how long will the job last:	
Do you anticipate qualified internal applicants? Yes No	
Is this position included in the budget? Yes No Status:	
Basic Responsibilities:	
Previous Work Experience:	
Education and special training and/or skills required:	
Where do you want the job opening posted? (for example specific newspapers, web sites, associations, e-mail, etc)	
Sign this form electronically. Example: /s/ John Doe	
Supervisor:	Date:
Department Head:	Date:
Director of Human Resources:	Date:
City Manager:	Date: