



Enriching Lives Realizing Dreams

POSITION REQUISITION FORM

Instructions/Information Use this form to initiate the recruitment process for all new and existing staff. Please complete all applicable sections of this form. Contact the Director of Human Resources if you need any assistance. No offers should be made, either verbally or in written form, before all approvals on the form are completed.

Date of Request:	Position Title:
Department:	Location:
Proposed Start Date:	Shift/Hours:
Director/Manager submitting the request:	Pay Range:
REASON FOR RECRUITMENT	
<input type="checkbox"/> Replacement position	<input type="checkbox"/> Budgeted new position
Name of person being replaced:	Title of new position
<input type="checkbox"/> Reallocated position (reallocation of vacant, budgeted position within department)	<input type="checkbox"/> Unbudgeted new position
Title of vacant position:	Title of new position
POSITION INFORMATION/JUSTIFICATION	
SPECIAL ADVERTISING/RECRUITMENT REQUEST	

Director/Manager Signature

Date

Chief Executive Officer Signature

Date

Director of Human Resources Signature

Date