

# PERSONNEL REQUEST FORM

POSITION REQUESTED: \_\_\_\_\_

DEPARTMENT OR SCHOOL: \_\_\_\_\_

SCHEDULED HOURS: \_\_\_\_\_

REASON FOR REQUEST:

• NEW POSITION                      Yes \_\_\_\_\_      No \_\_\_\_\_

• REPLACEMENT                      Yes \_\_\_\_\_      No \_\_\_\_\_

REPLACEMENT OF: \_\_\_\_\_

• POSITION BUDGETED:      Yes \_\_\_\_\_      No \_\_\_\_\_

• DEADLINE FOR APPLICATIONS: \_\_\_\_\_

• DO YOU REQUIRE A AD TO BE PLACED:

\_\_\_\_\_ Yes **OR** \_\_\_\_\_ No

• SPECIFIC INFORMATION YOU WOULD LIKE NOTED IN THE AD:

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## APPROVAL SIGNATURES:

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_