

Personnel Requisition Form

Position Title: # of Personnel:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary 1-4 weeks	Normal Working Hours:
Position Reports To:		Date position is needed by:	

Reason for Filling Position:
If 'Filling Vacancy' who is being replaced?

Job Duties:

Preferred/Required Experience and/or Education?

Supervisor Signature: _____ Date: _____

Project Manager Signature: _____ Date: _____

President Signature: _____ Date: _____

HUMAN RESOURCE USE ONLY

- Job Posted Internally _____
- Job Advertised _____
- _____
- _____

- Resumes shown to Supervisor _____
- Offer Made _____
- Drug Test Taken _____
- Position Filled/Start Date _____