



# EMPLOYMENT REQUISITION CLASSIFIED CIVIL SERVICE POSITION

CONTROL # \_\_\_\_\_  
(For Human Resources use only)

1. DEPARTMENT:	8. HUMAN RESOURCES RECOMMENDATION:  <input type="checkbox"/> Classification remains the same <input type="checkbox"/> Position should be classified as:  _____  _____ Date
2. POSITION TITLE / CLASSIFICATION:  <i>NOTE: Copy of position description must be attached; indicate any changes <b>in red</b>.</i>	9. <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended  _____ Date
3. <input type="checkbox"/> New Position  <input type="checkbox"/> Replacement for _____ (Name of person being replaced)	10. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  _____ Date
4. TYPE OF APPOINTMENT:  <input type="checkbox"/> Permanent Full-Time <input type="checkbox"/> Temporary Full-Time from _____ to _____ <input type="checkbox"/> Permanent Part-Time ( _____ FTE) <input type="checkbox"/> Intermittent <input type="checkbox"/> Emergency	11. FUNDING VERIFICATION (Budget/General Accounting):  Externally Funded? _____ Yes _____ No  ACCT/GRANT # _____ (_____) 5 digit code  _____ Date
5. EFFECTIVE DATE OF VACANCY:	12. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  _____ Date
6. REASON FOR VACANCY:	Executive Director of Human Resources _____ Date
7. REQUESTED BY:  _____ Date Department Head/Chair	