



Employment Requisition

Position

Position: _____ Dept./School: _____

Reason for Vacancy:

New Position

Retirement/Resignation

Transfer

Other _____

Person Replaced: _____

Specifications

Certificated

Classified

Full Time

FTE _____ Hours Per Day _____

Part Time

Periods _____ Days Per Year _____

Assignment (Subjects/Grade Level) _____

Special Qualifications _____

Credential/License Required _____

Effective Start Date: _____

Principal/Supervisor _____ Date _____

Approval

Personnel _____

Approved

Denied

Review

Business _____

Unbudgeted \$ _____ Budgeted \$ _____

Account Code _____