

NOTE: Send both copies to Personnel. The yellow copy will be returned after reviewed by Human Resources Director.

PERSONNEL REQUISITION

*To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. P. L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age. The laws of some States also prohibit some or all of the above types of discrimination as well as in some instances discrimination because of marital status and against the handicapped. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational qualification or other legally permissible reason.

DATE _____

FROM _____
NAME DEPARTMENT

TITLE _____

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	SALARY RANGE
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FULL-TIME _____ SEASONAL _____ If seasonal, for how long? _____ WHICH SHIFT? _____
(not to exceed 6 months)

PART-TIME _____

II. REASON FOR NEED

THIS IS A REQUEST TO REPLACE: _____ OR THIS IS A NEW JOB _____

Name _____

Job Title _____

Salary _____

III. REQUIREMENTS

BRIEFLY DESCRIBE THE MAJOR JOB DUTIES:

WHAT QUALIFICATIONS DOES A PERSON NEED TO PERFORM THIS JOB: (Include any special education, skills, training, licenses or certificates)

Describe any special requirements in addition to those listed above _____

Date _____

DEPARTMENT HEAD SIGNATURE

Approved Not Approved

If not approved, list reason: _____

DIRECTOR OF HUMAN RESOURCES

DATE

DATE FILLED _____

BY WHOM _____