



Form Number	16-17-
<input type="checkbox"/> New Position	<input type="checkbox"/> Vacancy

Employee Requisition Form

Department: _____ Position Title: _____

Position Control Number: _____ Date _____

Salary Scale Level: _____ Person Requesting: _____

1 – Contact Human Resource Concerning Vacancy

- Vacancy Confirmed
- No Vacancy

Date: _____ Signature: _____

2 – Finance Director Confirms Funding for Position

- Funding Confirmed
- Funding Inadequate

Date: _____ Signature: _____

Notes: _____

3 – Hiring Process Confirmed by County Mayor’s Office

- Approved
- Denied

Date: _____ Signature: _____

Notes: _____

4 – Position Opened

- Internal Posting
- External Posting

Date Opened: _____ Date Closed: _____

5 – New Hire Information

- New Hire
- Transfer
- Promotion
- Reclassify
- Other

Name: _____

Salary: _____ Hourly Rate: _____

Hire Date: _____ Pay Code: _____

6 – Finance Director Confirmation

Date: _____ Signature: _____

7 – Final Approval by Mayor’s Office

Date: _____ Signature: _____

8 – Confirmation by Dept. Head/Official

Date: _____ Signature: _____