**REQUISITION FOR PERSONNEL**

**Please refer to Sections 3.16.010 through 3.16.110 of the Codified Ordinances related to Equal Employment Opportunity requirements.**

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| --- | --- | --- | --- | --- | --- |
| DATE: |  | DEPARTMENT |  | FUND#: |  |
| LOCATION OF JOB: |  |
| CLASSIFICATION: |  | NUMBER REQUIRED: |  One (1) |
| SALARY RANGE: |  | MONTHLY SALARY: |  |

|  |  |
| --- | --- |
| **THIS IS AN:**  | □ Open Vacancy □ New Job M.O. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Replacement *(****Name of current/previous incumbent****)* |

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| --- | --- | --- | --- |
| EMPLOYEE NAME/ID#:  |  | LAST DAY OF WORK: |  |

**Please check all that apply:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □Regular  | □ Limited-Term |  □ Extra-Help  | □ Eligibility List  | □ Under Hire (from)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| □ Intra-department (Dept. Only)  |  □ Inter-department (All County Employees)  |  □ Open Recruitment |

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| --- | --- |
| DESCRIPTION OF WORK TO BE PERFORMED: |  |
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|  |
|  PROVIDE ADVERTISING INSTRUCTIONS (newspapers, websites, etc): |  |
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|  |
| APPLICANTS WILL BE INTERVIEWED BY: |  |

Advertisement expenditure Org Key & Account # (to Debit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-Employment Background expenditure Org Key & Account # (to Debit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| DEPARTMENT HEAD SIGNATURE: |  |

**THIS REQUISITION WILL BE ACTIVE FOR A PERIOD OF NINETY (90) CALENDAR DAYS AND WILL BECOME INACTIVE AFTER THIS PERIOD. IN THE EVENT RECRUITMENT IS TO CONTINUE BEYOND SUCH PERIOD, A NEW REQUISITION WILL BE REQUIRED.**

**REQUISITIONS MUST BE SUBMITTED ONCE THE DEPARTMENT IS READY TO OPEN THE RECRUITMENT AND FILL THE VACANCY, SINCE IT CAN TAKE UP TO NINETY 90 DAYS TO FINALIZE A RECRUITMENT PROCESS. RECRUITMENTS ARE OPEN FOR A MINIMUM PERIOD OF FOURTEEN (14) CALENDAR DAYS, PLEASE ALLOW ENOUGH TIME TO PROCESS.**

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| HR OFFICE USE ONLY: |
| Requisition #\_\_\_\_\_\_\_\_PCN:\_\_\_\_\_\_\_\_\_\_\_\_\_BU:\_\_\_  Open Date:\_\_\_\_\_\_\_\_\_\_\_ Close Date:\_\_\_\_\_\_\_\_\_\_\_  Allocation Filled By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Replaced Expired Req.#\_\_\_\_\_\_\_\_\_\_\_\_**Revised: 2017** | HR Verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_ Budget Fiscal Verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_  C.E.O. Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_ Vacancy must be filled no later than: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved Extension Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |