**REQUISITION FOR PERSONNEL**

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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****)* |

|  |  |  |  |
| --- | --- | --- | --- |
| 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): | | |  |
|  | | | |
|  | | | |
|  | | | |
| 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.**

|  |  |
| --- | --- |
| 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |