PERSONNEL REQUISITION FORM

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| **Position/Assignment** |       | **Location** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employee Vacating Position:** |       |       |       |
|  | Last Name | First Name | MI |

|  |  |  |
| --- | --- | --- |
| **Reason for Vacancy** |  | **Type of Position** |
| **[ ]** New Budget Position\*[ ] Resignation [ ] Leave of Absence[ ] Transfer | [ ] Termination [ ] Change of Assignment[ ] Other \*Explanation:      |  | [ ] MBEA[ ] PSE[ ] MBAA[ ] Exempt [ ] Advisors | **[ ]** Continuing[ ] Temporary[ ] Leave Replacement[ ] Supplemental[ ] Coaching  |

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Start Date |       | Proposed Ending Date |       |
| Number of Work Days |       | Hours/Day |       |
| If Irregular – Exact Hours/Days: | M       | T       | W       | Th       | F       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Account Code** | **%** |  |  |  |
|       |       |  | Closing Date |       |
|       |       |  |  |  |
|       |       |  | Internal Only? | [ ]  Yes [ ]  No |

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| Information about position for inclusion in posting notice. List any special qualification, knowledge, skills, abilities, or certificate/license you wish to include in the posting notice: |
|       |

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| **For Personnel Office Use Only** |
| Posting Number |  |
| Date Posted |  |
| Closing Date |  |

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|  |  |
| Building/Program Administrator | Date |
|  |  |
| Director of Finance | Date |
|  |  |
| Superintendent or Designee | Date |

REQ/Updated 9/22