PERSONNEL REQUISITION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |
| --- |
| 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: |
|  |

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

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

REQ/Updated 9/22