



Please attach the suggested ads to this form if desired.

PERSONNEL REQUISITION/HIRE FORM

Job Title: _____ Department: _____

Budget Line #: _____ Shift: _____

Date Position Open: _____ Pay Grade: _____

Reason for Recruitment

☐ Replacement Position Name of person being replaced _____

☐ Reallocated Position Name of current vacant position _____

☐ Budgeted New Position Budgeted pay grade _____

☐ Nonbudgeted New Position Recommended pay grade _____

Hours: ☐ Full Time
☐ Part-time Hours part-time: _____
☐ Temporary How Long? _____

Requirements: (Please attach proposed Job Description)

Suggested advertising/recruitment request: _____

Budget line # to be used: _____

Requested by:

Hiring Manager Approval: _____ Date: _____

Department Director Approval: _____ Date: _____

Human Resources Approval: _____ Date: _____

Village Manager Approval: _____ Date: _____

Complete and return this portion of the form to the Village Manager with application, resume, and Personnel Action Form prior to start date.

Name: _____ Proposed Start Date: _____