



PERSONNEL REQUISITION REQUEST

JOB TITLE:		DATE REQUIRED:
WHO SHOULD RECEIVE APPLICATIONS:		WHO WILL OVERSEE INTERVIEWS:
DOES THIS PERSON WANT E-MAIL NOTICE OF NEW APPLICANT? <input type="checkbox"/> Yes <input type="checkbox"/> No		
WORK LOCATION & TEHNOLOGY NEEDS		
Where is this person's work space/desk going to be located? _____ ___ New Computer Needed ___ Existing Computer Modified _____ ___ Network Access Needed ___ E-mail Needed ___ New Phone/Radio ___ Existing Phone/Radio Reprogrammed for New Employee, Phone #: _____		
STAFFING INFORMATION		
BUDGET IMPACT	EMPLOYMENT STATUS	WEEKLY HOURS / SCHEDULE STATUS
___ Additional or New Position ___ Replacement of (list name): _____	___ Regular Status ___ Temporary ___ Seasonal ___ Cyclical: ___ Other (Consult with HR for status)	___ Full-time 30+ hours ___ Part-time 20 to 29.75 hours ___ Part-time less than 20 hours ___ Variable Hours (Hours will Vary)
REQUEST FOR WAIVER OF INTERNAL PREFERENTIAL POSTING & RUN INTERNAL/EXTERNAL CONCURRENTLY (Reference Tooele City Personnel Policies & Procedures Section 2: Hiring & Job Assignments, for guidelines on when waiving the preferential internal position is deemed necessary or beneficial. This is not an exclusive list.)		
APPROVALS		
REQUISITIONER:	DEPARTMENT HEAD:	
IT DEPARTMENT REPRESENTATIVE:	MAYOR (If applicable): _____ (Mayor's Initials) REQUEST TO WAIVE INTERNAL PREFERENTIAL POSTING APPROVED	