

POSITION REQUEST A4 FORM TEMPLATE



| | | | | | |
|-----------------|-----------|-------------|--------------|-----------|-----------|
| Position Title: | | Department: | | | |
| Reports to: | | Exempt | Non - Exempt | Temporary | Part Time |
| Pay Scale: | Location: | | Date Needed: | | |

POSITION SUMMARY

Lorem ipsum dolor sit amet, ex omnis audiam delicatissimi has, tota iudico possim no qui. Ex mei choroui. Ex mei choro affert commodo, per te admodum recteque explicari. Omnes libris nominavi sea in. Ancillae interpretaris te per, viris tantas per ea. Cu usu tota melius scribentur. Ea vim solum omnes hendrerit, ad delenit imper-

diet persequeri affert commodo, per te admodum recteque explicari. Omnes libris nominavi sea in. Ancillae interpretaris te per, viris tantas per ea. Cu usu tota melius scribentur. Ea vim solum omnes hendrerit, ad dele magnis nonseratia pos quatus. Bernam, occaestia sum faccatiis eosaniaest,

| ESSENTIAL JOB FUNCTIONS | | |
|-------------------------|--|---|
| 1 | | % |
| 2 | | % |
| 3 | | % |
| 4 | | % |

MINIMUM REQUIREMENTS

| | |
|---------------------|-------------|
| Education: | Experience: |
| Skills & Knowledge: | |
| Requested by: | Date: |

HUMAN RESOURCES DEPARTMENT USE ONLY

| | | | | |
|--|--|---|-------------------------------------|-----------------------------|
| <input type="checkbox"/> Existing Position | <input type="checkbox"/> New Position | Is a specific candidate in mind: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is a specific candidate in mind: | | <input type="checkbox"/> An existing Employee | <input type="checkbox"/> A new hire | |
| Name of Candidate: | | | | |
| Request for new position: | | By: | | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Date: | | |
| Reason for Approval / Denial: | | | | |
| Candidate above approved by: | | Date: | | |
| <input type="checkbox"/> Post Internal Notice of Job Opening | <input type="checkbox"/> Post Classified | <input type="checkbox"/> No Posting | | |
| Position Opening Date: | | Position Closing Date: | | |