

PERSONNEL REQUISITION REQUEST

REQUESTING DEPARTMENT:	GRADE:	STEP:
JOB TITLE:	POSITION NUMBER:	
WHO WILL CONDUCT INTERVIEWS:	DATE REQUIRED:	
JOB DESCRIPTION ON FILE REVISION ATTACHED AND NEEDS TO BE INCORPORATED INTO CURRENT DESCRIPTION (Note that vacancy will not be posted until job description is finalized by HR)		
MINIMUM QUALIFICATIONS (May be taken form the job description):		
DESIRED QUALIFICATIONS		
SPECIAL WORKING CONDITION:		
STAFFING INFORMATION (check all that apply)		
ADDITIONAL EMPLOYEE REPLACEMENT OF:	REGULAR FULL-TIME EMPLOYEE PART-TIME - Est. No. of Hours/Week TEMPORARY/SEASONAL	
REQUEST FOR WAIVER OF INTERNAL PREFERENTIAL POSTING & RUN INTERNAL/EXTERNAL CONCURRENTLY (You may 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:	
SUPERVISOR (If applicable):	MAYOR (If applicable):	
_____ (Mayor's Initials) REQUEST TO WAIVE INTERNAL PREFERENTIAL POSITNG APPROVED		
HUMAN RESOURCE USE ONLY		
JOB VACANCY ANNOUNCEMENT NUMBER:	<input type="checkbox"/> POSTED _____	
INDIVIDUAL SELECTED:		