

Job Requisition Form

Today's Date :

Position Title:

Department:

Which Division of Department (if applicable - e.g. DPW)

Is this a Union position? If so, which Union?:

- ☐ BCHASA (Admin. Assts.)
- ☐ Department Head Union
- ☐ Water and Sewer
- ☐ BCEU (City Employees' Union)
- ☐ Library Union
- ☐ Buildings and Trades
- ☐ BAETI (Engs., Techs, Insp.)
- ☐ Laborers'

Reason for Filling Position

- ☐ Backfilling Position (i.e., replacing a person who is leaving / vacant position)

Name of person leaving:

Date that the position became / will be vacant:

- ☐ Budgeted New Position (Job Description Attached) *Mayor's approval needed

Budgeted Pay Grade / Range:

If this is a non-budgeted new position, provide the reason(s) for requesting below:

Department Head Signature:

Date

CFO Signature:

Date

Mayor's Signature (if new position):

Date