

Received in Personnel
Date _____
Time _____

NEW POSITION REQUEST FORM

Position Title _____

Site _____ % _____
 Site _____ % _____

Reason for New Position _____

Posting Requirements _____

Funding Source: _____

Position Type	
<input type="checkbox"/>	Permanent Full Time
<input type="checkbox"/>	Permanent Part time
<input type="checkbox"/>	Temp/Sub Certificated
<input type="checkbox"/>	Temp/Sub Classified

Salary Schedules			
<input type="checkbox"/>	Certificated Teacher	<input type="checkbox"/>	Classified
<input type="checkbox"/>	Certificated Other	<input type="checkbox"/>	Classified Confidential
<input type="checkbox"/>	Certificated MGT	<input type="checkbox"/>	Classified MGT
<input type="checkbox"/>	Asst. Superintendent	<input type="checkbox"/>	Senior Classified MGT
<input type="checkbox"/>	Superintendent		

Classified Work Schedule	
Total Hours	_____
Total Days	_____
Total Week Hrs	_____
Start Time	_____ am/pm
End Time	_____ am/pm

Site Administrator/Director _____

Date _____

Print and forward the original form to the Personnel Office and keep a copy for your records.

D I S T R I C T O F F I C E U S E O N L Y

FD	RESOURCE	YR	OBJECT	SO	GOAL	FUNCTION	SCH	L1	LO2	L3	PROGRAM	HRS/MIN (CL) OR % (CE)
01				00					000	00		
01				00					000	00		
01				00					000	00		

Director, Human Services _____ Date _____
 Categorical/Special Ed. Director _____ Date _____
 Business Services Director _____ Date _____
 Approved by Management _____ Date _____

To be Completed by Personnel

Employee Hired: _____	Pos #: _____	Official Hire Date: _____
Range: _____	Step: _____	FTE: _____ # Days _____ out of _____
Degrees: AA BA MA	Additional Compensation _____	
Additional Info _____		
Date Posted _____ Date Closed _____		
Date Entered into Escape: _____ Date Forwarded to Payroll _____		