



### Personnel Requisition Form

#### Human Resources Office, Whitehall Township

This form is to be completed to initiate the recruitment process for all new and existing staff. Please complete all applicable sections of this form.

<b>Date Created:</b>
<b>Information</b>
<b>Department:</b>
<b>Job Title:</b>
<b>Prior Employee/Incumbent:</b>
<b>Reason for Vacancy:</b>
<b>Type:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
<b>Bargaining Status:</b> <input type="checkbox"/> Non-Bargaining <input type="checkbox"/> Bargaining
<b>Candidate Pool:</b> <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Internal and External
<b>External Post Dates Requested:</b>
<b>Job Posting Dates Requested (Teamster Positions Only):</b>
<b>Interview Dates and Times Requested:</b>
<b>Salary Range:</b>

**HR Notes:**

Open/Close Date Range: \_\_\_\_\_ Interview Date Window: \_\_\_\_\_

**Bureau Chief Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Deputy Mayor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Human Resources Approval:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_