



REQUEST TO FILL A VACANCY

Job Title _____ Office _____

Reports To _____ Exempt Non-exempt

Recruitment Start Date _____ Projected Start Date _____

Salary Range: Between \$ _____ and \$ _____ Per _____

Full Time Part Time Hours/Days _____

New Position Replacement _____

Name of Former Employee

Salary Budgeted for This Fiscal Year? Yes No Amount \$ _____

Brief Description of Essential Job Functions

Special Knowledge, Skill and Ability Requirements

Required Education and Experience

Requested By: _____
Name Title Date

Approved By:
_____, Dept. Head (if applicable) _____
Date
_____, Division Head _____
Date
_____, Human Resources _____
Date
_____, Chief Financial Officer _____
Date
_____, Chancellor _____
Date