



# 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:

\_\_\_\_\_, Department Head \_\_\_\_\_

Date

\_\_\_\_\_, Human Resources \_\_\_\_\_

Date

\_\_\_\_\_, Chief Financial Officer \_\_\_\_\_

Date

\_\_\_\_\_, Vicar General \_\_\_\_\_

Date