**Vacancy Requisition Form**

**Please fill out the following information regarding the open position within your department**

Position Title: Today’s Date:

Reports to: Supervises:

Full-time  Part-time If Part-time - How many hours per week:

Regularly Scheduled Hours:  M-F 8-5  Other (please specify):

Requested to Start Date:

Reason for vacancy:

Resignation  Retirement  Discharge  Promotion  Transfer  Death

**Please Answer the Following Questions Regarding the Vacancy Request**

**1**. Is this position replacing an existing/budgeted position?  Yes or  No

If no, please stop, and contact the CEO and CFO.

**2.** Is there a change in FTE status of this position?  Yes or  No

If yes, please stop, and complete the FTE Consideration Form.

**3.** Name of the employee who previously held position:

**4.** Please select the employee’s needs:

LEO Account:  Yes or  No

Cell Phone:  Yes or  No

Computer:  Yes or  No If yes, will they need:  Laptop  Desktop

Other IT/Equipment needs:

**5.** Please list Interview Committee Members:

Supervisor’s/Manager’s Signature Date

Director’s Signature Date

Chief’s Signature Date

CFO’s Signature Date

Date Human Resources Received Request: