City of Cookeville

PERSONNEL REQUISITION

Date: _____

Department: _____ Division: _____

Requesting Personnel for a: [ ] New Position [ ]Replacement

Position Title: _____ Account #: _____

Position Grade: _____ Position Range: _____

Position #:_____ Requested Starting Date: _____

Starting Salary: _____

Position is:

[ ] Regular Full-Time

[ ] Regular Part-Time Estimated # of Hours Per Week _____

[ ] Temporary Estimated # of Hours Per Week _____

Estimated Length of Assignment _____

[ ] Emergency Estimated Length of Assignment _____

[ ] Other _____

Recommended Forms of Advertisement:

[ ] Employee Bulletin Boards

[ ] Local Newspapers **(IF NOT FILLED INTERNALLY)**

[ ] Nashville Tennessean/Banner

[ ] Other _____

_____

Director's Signature Date

Attach current job description for the position and submit to the Director of Human Resources a minimum of 21 working days prior to the requested starting date.

Approved for Advertising and Hiring:

_____

City Manager Date

(Revised 11/2015