

HR ONLY:

Requisition #: _____

Open Date: _____



Requisition Request Form

Date of Request: _____ **Hiring Manager:** _____

Department: ☐ Education ☐ EHS ☐ Food Service ☐ Health ☐ IT ☐ PFCE
☐ Main Office/Admin ☐ Listo ☐ Maintenance

Position Filling: _____ **Duration? (Teacher Only)** ☐ Yes ☐ No

Specific Site: _____

County: ☐ Jackson
☐ Josephine

Hours: _____

Weeks: _____

Position Status: ☐ Full Time
☐ Part Time
☐ Substitute

Number of Openings: _____

Posting Location: ☐ Internal
☐ External

If External, where would you like posted?

- ☐ Craigslist
☐ Indeed
☐ Non-Profit Organization
☐ Other: _____

HR NOTES: