



# REQUEST FOR HIRE

This form is a request for approval to fill the following position which is authorized in the current budget. All open positions will be posted on the Town's website and department bulletin boards.

<b>Today's Date:</b>		<b>Department/Divison:</b>			
<b>Position Title:</b>			<b>Unit:</b>		
<b>Position Number(s):</b>			<b>Number of Positions:</b>		
<b>Employee Generating Vacancy:</b>			<b>Reason for Separation:</b>		<b>Effective Date:</b>
<b>Justification for Filling Position:</b>			<b>Comments:</b>		
<b>Position Status:</b>			<b>FLSA:</b>		
<b>Salary Account Number:</b>					
<b>Pay Grade/Step:</b> <i>(annually/hourly)</i>					
<b>Pay Scale:</b> <i>(example: FOP hired after 10/1/10,FOPA new hire)</i>					
<b>Work Hours:</b>				<b>Number Hours per Week:</b>	
<b>Refer Application(s):</b> <i>(name and contact number)</i>					
<b>Additional Comments:</b>					
<b>Budget Manager Comments:</b>					
<b>Accruals Payout:</b>		<b>Salary:</b>	<b>Benefits:</b>	<b>Total Payout:</b>	<b>Breakeven Date:</b>
<b>HUMAN RESOURCES USE ONLY:</b> Person Filling Position: _____ Effective Date: _____					

Department Director/Designee: \_\_\_\_\_ **Date:** \_\_\_\_\_

Human Resources Director/Designee: \_\_\_\_\_ **Date:** \_\_\_\_\_

Budget & Finance Director/Designee: \_\_\_\_\_ **Date:** \_\_\_\_\_

Deputy Town Administrator: \_\_\_\_\_ **Date:** \_\_\_\_\_

Town Administrator: \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVED**

**DENIED**

**HOLD UNTIL** \_\_\_\_\_