

REQUISITION NUMBER: _____

ENTERED BY: _____

**GLENDALE COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES**

CLASSIFIED REQUISITION

TYPE OF REQUISITION:

_____ REFILL EXISTING POSITION, REPLACING: _____
(POSITION VACANT DUE TO: ___ RESIGNATION ___ RETIREMENT ___ TERMINATION)

_____ FILL NEWLY BUDGETED POSITION

_____ CREATE NEW CLASS DESCRIPTION AND FILL POSITION

CLASSIFICATION TITLE: _____

SALARY RANGE: _____ **DIVISION/DEPT:** _____

ACCOUNT # _____

OF HOURS PER DAY _____ **# OF DAYS PER WEEK** _____ **# OF MONTHS PER YEAR** _____

ASSIGNMENT: WORKING HOURS AND DAYS OF WEEK: _____

DATE POSITION IS TO FILLED BY: _____

IF YOU ARE CREATING A NEW CLASS DESCRIPTION, COMPLETE THE FOLLOWING SECTION.

REASON FOR THIS REQUEST:

POSITION DEFINITION:

EXAMPLES OF DUTIES:

KNOWLEDGE AND ABILITIES NEEDED FOR THIS POSITION:

SUGGESTED MINIMUM REQUIREMENTS FOR POSITION, INCLUDE ANY LICENSES, CERTIFICATES, ETC.:

AUTHORIZATIONS:

REQUESTED BY: _____ **DATE:** _____

AUTHORIZED BY: _____ **DATE:** _____

FOR HUMAN RESOURCES USE ONLY	
BUDGETED POSITION: <input type="checkbox"/> YES <input type="checkbox"/> NO	SALARY RANGE: _____ AMOUNT BUDGETED: _____
ACTION TAKEN:	
<input type="checkbox"/> FORWARDED TO SENIOR STAFF FOR DISCUSSION/APPROVAL.	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> FORWARDED TO REQUESTOR FOR FURTHER DISCUSSION.	
DATE: _____	SIGNATURE: _____
ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES	
DATE APPROVED REQUISITION RECEIVED: _____	
FIVE DAY NOTICE ISSUED: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE ISSUED: _____
POSITION ADVERTISED: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE ISSUED: _____
DATE POSITION FILLED: _____	