

DEL NORTE COUNTY
Employee Requisition Form
Please complete Sections 1 and 2 and submit to the Personnel Office

SECTION 1.

Department	Budget Unit	Position
<u>Position Type</u>		<u>Reason for Request</u>
<input type="checkbox"/> Allocated Position <input type="checkbox"/> New Permanent Position <input type="checkbox"/> Budgeted <input type="checkbox"/> Extra Help/Temporary <input type="checkbox"/> Other (Explain): _____		<input type="checkbox"/> Promotion to: _____ <input type="checkbox"/> Separation <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Other (Explain): _____

SECTION 2.

Position Vacated By: _____ Last Paid Day: _____

Personnel Action Form Submitted: _____

Desired Recruitment Type:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Department Only | <input type="checkbox"/> Open |
| <input type="checkbox"/> County Transfer | |

Submitted By: _____ Date: _____

Department Contact: _____

Personnel Office Review

Allocated Position: _____	Vacant: _____
Yes No	Yes No
Personnel Action Form Processed: _____	_____
Yes No	
Date of Vacancy: _____	
Comments: _____	
Signature: _____	Date: _____

County Administrative Officer Determination

- | | |
|---|--------------------------|
| <input type="checkbox"/> Approved
<input type="checkbox"/> Fill-Permanent
<input type="checkbox"/> Temporary
<input type="checkbox"/> Not Approved
<input type="checkbox"/> Eliminate | Comments: _____
_____ |
|---|--------------------------|

CAO Signature: _____ Date: _____

Recruitment Information

Open Date: _____ Close Date: _____

Advertisement: _____ Triplicate _____ Times Standard Other: _____

Candidate Selected: _____