

REQUEST TO FILL POSITION VACANCY (Use for Non-Exempt, Hourly Vacancies Only)

This form must be completed and submitted to Human Resources before a position can be advertised. In addition, a memo requesting permission to fill must be processed through the appropriate dean/vice president's office and approved by the president.

Account Name	Organization No.	Position No.
Position Title and Grade	Full Time <input type="checkbox"/>	Regular <input type="checkbox"/>
	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>
Date Required: _____	Part Time Hours _____	
Incumbent's Last Day of Work: _____	Proposed Salary _____	
Last Paid Day of Employment: _____		
Position previously held by: _____		
Reason for position vacancy: _____		
Position Advertisement (must include the qualifications, duties and responsibilities):		

If Human Resources has a question, who should be contacted: _____

Department Chair, Director, or Supervisor

Date

Director, Human Resources

Date