

PERSONNEL REQUEST FORM

Form must be *completely* filled out. After Division Head Signature, please return completed form and any attachments to Human Resources. All jobs must be posted internally for 5 business days before outside advertising.

Position Title: _____ **Dept./Project Head:** _____

Mgr/ Non Union Professional Federation Professional
 Support Non Union Support DC 1707
 New Postion Replacement (name of person replaced: _____)

Division/Project: _____ **Budget Number:** _____

Full Time Salary: _____ **Start Date:** _____

Base: _____

Work Load/ Hours: _____ **Grade (for DC1707 staff):** _____

DESCRIPTION TO BE USED FOR JOB POSTING

(Attach details on separate sheet if necessary)

Responsibilities:

Qualifications:

Should this job be posted on Bank Street's web site? Yes No

Resumes should be sent/addressed to (please include name and department):

Division Head Signature: _____ **Date:** _____

HR Director Signature: _____ **Date:** _____

Budget Officer Signature: _____ **Date:** _____

VP, F&A Signature: _____ **Date:** _____

For Human Resources Office Use Only:

This Personnel Request Form received by Human Resources on: _____