



Request to Hire/Promote Personnel

Date requested: _____

Name of Department: _____

Requested by: _____

(Signature)

Position Information:

Job Title: _____

Full-time Part-time

Annual Salary/Hourly Amount: \$ _____

Temporary Seasonal

This is a replacement for an existing approved position, formerly occupied by:

This is a new position request This is a vacant position This is a promotion

Need Justification:

(State business reason for hire)

Funding:

Current Budgeted Amount: _____ Used this fiscal year: _____

Additional Funding Required: _____ Savings/Overage: _____

Approvals Signatures:

_____ Consent of relinquishing department (if transfer)

_____ Personnel Officer Position Code Approval

_____ Financial Administrator Funding Approval

_____ Supervisor Need Request Approval

_____ Town Board Final Disposition (Resolution attached)