

# Request for Position

**Instructions: Supervisor to complete this form in full when requesting a new or continuing/replacement position.**

**Position** (Check one)     New position     Continuing position/replacement

If continuing/replacement position, who held position previously? \_\_\_\_\_

Effective date for position: \_\_\_\_\_      Estimated salary: \_\_\_\_\_

Position title: \_\_\_\_\_      Budget code: \_\_\_\_\_

Location of position: \_\_\_\_\_

Rationale for the position: \_\_\_\_\_

\_\_\_\_\_

<b>For Instructional Only</b>	Class size: _____	IEP mandates: _____
	Service plan / Staffing guidelines: _____	
	Other: _____	

Funding source (i.e., grant): \_\_\_\_\_

Qualifications for the position:

Education: \_\_\_\_\_

Experience or training: \_\_\_\_\_

\_\_\_\_\_

Certification required (if applicable, use exact title): \_\_\_\_\_

Position duties: \_\_\_\_\_

\_\_\_\_\_

**A Job Description Must Accompany This Form.**

**Recruiting Sources**

Please check method(s) of recruiting:

_____ Internal posting, BOCES (mandatory)	_____ Selected colleges <input type="checkbox"/> Statewide <input type="checkbox"/> Local
_____ Component schools	_____ Newspaper advertisements (if this is checked, contact the HR Office to determine the most appropriate media)
_____ District Superintendents, statewide	

Supervisor	Date	Assistant Superintendent/Director	Date
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\_\_\_\_\_ This position must be created and approved by Civil Service before the position can be filled.

\_\_\_\_\_ This position cannot be filled until applicants are pre-approved by Civil Service.

\_\_\_\_\_ Supervisor may proceed to fill position.

\_\_\_\_\_ Human Resources Office will canvass mandatory Civil Service list.

Supervisor of Human Resources	Date	District Superintendent	Date
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