Position # _____ 4.2

Oneida • Herkimer • Madison BOCES

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: _____

_____

For Instructional Only

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)

_____ Component schools

_____ District Superintendents, statewide

_____ Indeed.com

_____ OLAS

_____ Selected colleges ☐ Statewide ☐ Local

_____ Newspaper advertisements (if this is checked, contact the HR Office to determine the most appropriate media)

Supervisor *Date*

Assistant Superintendent/Director *Date*

_____ 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*

Distribution by Human Resources Office: **White** - Human Resources **Canary** - Search File **Pink** - Supervisor