Job Requisition for: _____

Date _____ Start Date: _____ Salary Range: _____

Position Title _____

Department _____

Hiring Manager _____

___ Full Time ___ Part Time Is position benefited? ____ yes ____ no

Does a Job Description exist for this position? ___ **Yes** ___ **No** *(If yes, include a copy of job description with this requisition)*
Position Information *(Complete only if no job description exists)*

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*Special advertising/recruitment request:*_____

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Approval _____ **Date** _____

Please return People First once completed

Order Taken by: _____ **Date:**_____