



### Hiring Request Form

Section 1: Position Information		Submit Completed Form to Human Resources	
Position Title:		Start Date:	
Position Type: <input type="checkbox"/> 10 Months <input type="checkbox"/> 12 Months		New <input type="checkbox"/> Replacement <input type="checkbox"/> Replacing Employee: _____	
Location:		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	
GL Code:		Work Schedule: S M T W T F S	
<input type="checkbox"/> CUPE <input type="checkbox"/> ATA <input type="checkbox"/> OOS		Hours/Week: _____ FTE: _____ Daily Schedule: _____am/pm _____am/pm	
<b>Additional Comments:</b> list any additional supporting documents required for job posting			
<b>Submitted by:</b>			
Requester's Name:		Signature:	
Title:		Date:	

Section 2: To Be Completed by Human Resources			
Position Approved	<input type="checkbox"/> YES	<input type="checkbox"/> NO	PUF Funded: <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Approved by:</b>			
_____		_____	
Superintendent (Designate)		Date	
_____		_____	
Secretary-Treasurer		Date	