



**CITY OF PETALUMA**  
**Request For Employee Hire**

*To be completed by requestor*

**I. Initiate Recruitment**

Position Requested: \_\_\_\_\_ Department: \_\_\_\_\_

Is there an allocated vacancy?  yes  no      Date of Vacancy: \_\_\_\_\_

Reason for vacancy: \_\_\_\_\_

Type of Hire:                       New Hire                       Re-Hire

Type of Appointment:             Regular full time     Interim     Provisional     Temporary  
    Part time                       Seasonal/part time

Type of Recruitment:     New position             Open competition             Promotional  
    Transfer                       Selection from Eligibility List

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by Administrative Services*

**II. Approval**

Is there an allocated vacancy?  yes  no      Replacement of: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Finance Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by City Managers Office*

**III. Authorization**

Approved                       Not Approved                       Reconsider in \_\_\_\_\_ months

Comments: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_