PART I- TO BE COMPLETED BY DEPARTMENT	
1. DEPARTMENT/DIVISION:	2. DATE:
3. JOB CLASS TITLE:	4. NO. POSITIONS REQUESTED:
5.APPOINTMENT IS:  REGULAR STATUS (subject to probation period)  REGULAR PT (subject to probation period) %  OTHER  7. DEPARTMENT REQUESTS:  EMPLOYMENT FROM ELIGIBILITY LIST  IN-HOUSE PROMOTION  OPEN RECRUITMENT (list other websites w	6. NEW POSITION?  YES  NO (please fill out information below):  EMPLOYEE REPLACED: POSITION #: EMPLOYEE #:  EMPLOYEE REPLACED: POSITION #: EMPLOYEE #:
RECRUITMENT ON HOLD UNTIL:  8. ANTICIPATED APPOINTMENT DATE:	
9. COMMENTS:	
10. DEPARTMENT DIRECTOR CERTIFICATION:  The duties to be performed by the employee(s) requested will conform to the specifications for the above Class title. I also certify that the above position is authorized in my budget.	
The budget account number(s):	
DEPARTMENT DIRECTOR SIGNATURE DATE	
PART II- HUMAN RESOURCES USE ONLY	
CREATE ELIGIBILITY LIST	CY/LIST VERIFIED BY: DATE:  DN # (if new position):
	MAN RESOURCES SIGNATURE DATE
PART III- CITY MANAGER/FINANCE APPROVAL	
CITY MANAGER SIGNATURE/ DATE	FINANCE DIRECTOR SIGNATURE/DATE