



## CITY OF OREM PERSONNEL REQUISITION

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Job Title: \_\_\_\_\_

Number Requested: \_\_\_\_\_

Full Time

Flexible

Desired Hire Date: \_\_\_\_\_

Part Time

Seasonal

Person(s) to be replaced: \_\_\_\_\_

Last day of work: \_\_\_\_\_

Cause of vacancy: \_\_\_\_\_

If termination, give reason: \_\_\_\_\_

Desired Recruiting Area:

City employees only

Utah County

Statewide

Other: \_\_\_\_\_

**ADDITIONAL INFORMATION:** Please give specific information concerning the position that the Human Resources Office should be aware of i.e., work schedule or hours, special skills, knowledge or requirements an applicant should have to apply for this position. Also, list any special recruitment areas you feel would be helpful in advertising for this position.

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**HR OFFICE USE ONLY:**

Date requisition received: \_\_\_\_\_

Date position opened: \_\_\_\_\_

Closing date: \_\_\_\_\_

Applicant(s) hired and date: \_\_\_\_\_

Human Resources Officer

Date