



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