



Mt. Diablo Unified School District
CLASSIFIED PERSONNEL REQUISITION

This form is used to request a position to be posted when a vacancy occurs or a new position is created. Failure to provide all information will result in the form being returned and will cause a delay in processing.

Site: _____ Date: _____

POSITION:

Classification _____ Location _____ Immediate Supervisor _____

New Position: Date of Board Meeting Approval: _____

Short-term: From: _____ To: _____

Replacement: _____
Employee to be Replaced _____ Last Day of Service _____

POSITION STATUS:

Hours/Day: _____ Start time: _____ To: _____ # Hrs/Week : _____ # of Months: _____

School Day Only: Yes No

% Must Equal 100

FUNDING SOURCE: _____ % _____

Site	Program	Function	Object	%
_____	_____	_____	_____	_____
Site	Program	Function	Object	%
_____	_____	_____	_____	_____
Site	Program	Function	Object	%
_____	_____	_____	_____	_____

Special Job-Related Requirements and/or Comments: _____

REQUESTED

BY: _____
ADMINISTRATOR'S SIGNATURE _____ TITLE _____ PHONE EXT. _____

ADMINISTRATIVE REVIEWS:

Personnel: Approved Denied By: _____ Date: _____

_____: Approved Denied By: _____ Date: _____

PERSONNEL USE ONLY:

VOLUNTARY TRANSFER #: _____ CLOSING DATE: _____ PROMO #: _____ CLOSING DATE: _____

ELIGIBILITY LIST: _____ JOB ANNOUNCEMENT #: _____ CLOSING DATE: _____

POSTED ON: ED JOIN WEB FLYERS

COMMENTS: _____

NAME OF PERSON SELECTED: _____ <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUB <input type="checkbox"/> NEW	
POSITION LEAVING: _____	SITE LEAVING: _____
START DATE: _____	NUMBER: _____