

# Job Requisition Form

Today's Date : \_\_\_\_\_

Position Title: \_\_\_\_\_

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

Which Division of Department (if applicable - e.g. DPW) \_\_\_\_\_

Is this a Union position? If so, which Union?:

BCHASA (Admin. Assts.) ☐ BCEU (City Employees' Union) ☐

Department Head Union ☐ Library Union ☐ BAETI (Engs., Techs, Insp.) ☐

Water and Sewer ☐ Buildings and Trades ☐ Laborer ☐

## REASON FOR FILLING POSITION

☐ Backfilling Position (i.e., replacing a person who is leaving / vacant position)

\*Effective 02/28/2024 Mayor's Approval Needed

Name of Employee Vacating Position \_\_\_\_\_

Date Position Will Become/Became Vacant \_\_\_\_\_

☐ Budgeted New Position (Job Description Attached) \*Mayor's approval needed

Budgeted Pay Grade / Range: \_\_\_\_\_

If this is a non-budgeted new position, provide the reason(s) for requesting below:

\_\_\_\_\_

Department Head Signature: \_\_\_\_\_

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

CFO Signature: \_\_\_\_\_

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

Mayor's Signature \_\_\_\_\_

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

Please email form and attachments to [hr@cobma.us](mailto:hr@cobma.us) (use subject line "Seymour") when completely filled out and signed