

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 _____ Laborers' _____

Reason for Filling Position

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

Name of person leaving: _____

Date that the position became / will be 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 (if new position): _____ Date: _____

*Only needed for newly budgeted positions.

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