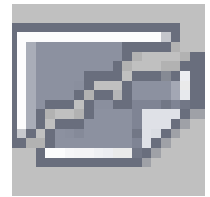


Personnel Request
(Recruiting to fill a job position)

**SECTION #1: To be completed by Division Leader.**

Date Completed _____

Division _____

Request by who (name and title) _____

Pay Range _____

Job Title _____

Full-time, part-time or seasonal? _____

How would you like this posted? ☐ Open ☐ Closed ☐ Both

Open = available to all employees and the public. Closed = available to Canton City employees only.

Reason for posting _____

By what date would you like this position filled? _____

How many days do you want the job posted (the minimum is 14 days)? _____

☐ By marking this box, I approve the above personnel request as the Division Leader.****Division Leader:** When Section #1 is completed, e-mail this form to the Fiscal Manager.**SECTION #2: To be completed by the Fiscal Manager.**

Starting Salary Range _____

Ending Salary Range _____

Source of Funding _____

Is there sufficient funds? _____

****Fiscal Manager:** When Section #2 is complete, print this form and give to the Health Commissioner. Attach the most current job description with the request.**SECTION #3: To be completed by the Health Commissioner.**☐ APPROVE Request☐ DENY Request

If request was denied, state the reason. _____

Health Commissioner _____

Date _____

****Health Commissioner:** When Section #3 is complete, give completed form to the Fiscal Manager. If the request was approved, the Fiscal Manager will then complete 800-017-02-Posting Request Form and send that form to the appropriate city departments. If the request was denied, the Fiscal Manager will give a copy of this form to the Division Leader making this request.