

SHORELINE COMMUNITY COLLEGE
Personnel Requisition
CLASSIFIED

| POSITION INFORMATION | | | | |
|--|------------------------------------|--|--|----------------------|
| Type | | | Current Classification | |
| <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time % ____ | | |
| Employment Period | | <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary From To | Requested Start Date |
| <input type="checkbox"/> 12 Mon. <input type="checkbox"/> 11 Mon. <input type="checkbox"/> 10 Mon. <input type="checkbox"/> 9 Mon. | | | | |

| REPLACEMENT INFORMATION (If Applicable) | | | | |
|---|--------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|
| Name of Person Being Replaced | <input type="checkbox"/> Promotion | <input type="checkbox"/> Resigned | <input type="checkbox"/> Retired | <input type="checkbox"/> Termination |
| Incumbent on leave until _____ | <input type="checkbox"/> Other _____ | | | |

| BUDGET INFORMATION | | | | | | |
|--------------------|---------------------------------|-------|-------|-------|------------------|-----------------------|
| Budget/Grant Title | Budget Number(s) and Percentage | | | | Funding End Date | Object/ Sub-object |
| | APPRP | PROG | ORG | % | | |
| | _____ | _____ | _____ | _____ | | |
| | _____ | _____ | _____ | _____ | | |
| | _____ | _____ | _____ | _____ | | |

| DESCRIBE UNIQUE DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POSITION IN YOUR AREA |
|---|
| (Attach on separate sheet) |

| |
|---|
| DESCRIBE SPECIAL SKILLS/EDUCATION/EXPERIENCE SPECIFIC TO THIS POSITION |
| (Attach on separate sheet) |

| | | | | |
|---------------------|------|-----------------|---------------------|--|
| REQUESTED BY | | | | |
| Signature | Date | Phone Extension | Division/Department | |

| APPROVAL SIGNATURES | | | |
|-----------------------------|------|--|------|
| <hr/> | | <hr/> | |
| (1) Division Chair/Director | Date | (4) Vice President for Business | Date |
| <hr/> | | <hr/> | |
| (2) Area Vice President | Date | (5) Vice President for Human Resources | Date |
| <hr/> | | <hr/> | |
| (3) Budget Director | Date | (6) President | Date |