



**REQUEST TO FILL JOB VACANCY**  
*Required for all benefit eligible and new positions*

<b>1. Department:</b>		<b>2. Position Title:</b>	
<b>3. Check One:</b>		<b>4. Status:</b>	<b>5. Reason for Vacancy:</b>
New Position <input type="checkbox"/> Replacement <input type="checkbox"/> Person being replaced: _____ Termination Date: _____		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hours per week: _____ Temporary <input type="checkbox"/> Dates: _____	
		<b>6. Special Testing Requirements:</b>	
<b>7. Internal Posting Only?</b>		<b>8. Classification:</b>	<b>9. Salary Range to Advertise:</b>
Yes * <input type="checkbox"/> No <input type="checkbox"/> <small>*Post for 5 working days</small>		Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/>	
<b>10. Information Technology:</b>		<b>11. Advertising Information:</b>	
Special IT Needs:   IT Review: _____		Include length of time for running ads: <input type="checkbox"/> Website _____ <input type="checkbox"/> Gunnison Country Times _____ <input type="checkbox"/> Gunnison Shopper _____ <input type="checkbox"/> Industry Assoc., Trade Journals, CML, Other: _____ _____ _____	Advertising Budget:   Closing Date for Applicants:
<b>12. Posting Dates:</b>		<b>13. Who will receive and screen?</b>	
Internal: _____ External: _____			
<b>14. Travel Budget for Applicants?</b>		<b>15. Expected Start Date:</b>	<b>16. Job Desc. Last Updated:</b>
Yes <input type="checkbox"/> If yes, provide amount requested: No <input type="checkbox"/> _____			
<b>17. Requested by:</b>		<b>18. Date of Request:</b>	<b>19. Department Head Approval:</b>
<b>20. Finance Review:</b>		<b>21. City Manager Approval:</b>	