



CITY OF CASTROVILLE PERSONNEL REQUISITION FORM

JOB TITLE: _____

DATE: _____

DEPARTMENT: _____

REQUISITION NUMBER: _____

REPLACEMENT FOR: _____

NEW POSITION

EMPLOYMENT STATUS:

- REGULAR FULLTIME**
- REGULAR PARTIME**
- TEMPORARY**

HOURLY STARTING HOURLY RATE: _____ MAXIMUM HOURLY RATE: _____

SALARIED STARTING ANNUAL RATE: _____ MAXIMUM ANNUAL RATE: _____

JOB POSTING:

IN HOUSE RECRUITMENT - MINIMUM OF 5 BUSINESS DAYS

OPEN RECRUITMENT – MINIMUM OF 10 BUSINESS DAYS

CLOSING DATE: _____

OPEN UNTIL FILLED

EMERGENCY APPOINTMENT

ADVERTISEMENT

CITY OF CASTROVILLE WEBSITE

LOCAL PAPER (CASTROVILLE NEWS BULLETIN)

TEXAS MUNICIPAL LEAGUE

OTHER NEWS PAPERS - _____

PROFESSIONAL ORGANIZATIONS - _____

INTERNET SITE - _____

OTHER - _____

SPECIAL REQUIREMENTS: _____

DEPARTMENT DIRECTOR SIGNATURE: _____

DATE: _____

HUMAN RESOURCE SIGNATURE: _____

DATE: _____

FINANCE DIRECTOR SIGNATURE: _____

DATE: _____

CITY ADMINISTRATOR SIGNATURE: _____

DATE: _____

