

**VILLAGE OF RUIDOSO
PERSONNEL REQUISITION
(Request For Position To Be Filled)**

This form is to request recruitment for an existing or anticipated vacant position and/or when establishing a new position. This form must be accompanied by a *current job description*.

Job Information

Job Title: _____ **Salary range # example (101):** _____ **Entry Wage:** _____

Department: _____ **Length of Posting:** _____ **Weeks** _____ **Days** _____

New Position **Replacement (terminating employee)**

Position Type: **Full-Time** **Part-Time (# hours/week)** _____ **Temporary to: (date)** _____

Recruit: **Internal within Department** **Internal within Village Staff** **External**

Work Schedule: **M-F** **Shift Work** **Rotation** **Other** _____

Deadline desired for job applications: _____

Required Documents to be attached to form: *Job Description Yes No

Required Documents before Interviews take place: *Interview questions Yes No **Received** _____

***Interview Scoring System** Yes No **Received** _____

Indicate any preferences as to how you would like the position advertised (cities/newspapers/etc.), where, the number of times, and line item to charge:

Requesting Department Information/Approvals

Department: _____ **Contact person for this requisition:** _____

Is this position funded in the current budget? Yes No

Director Signature

Date

Manager/Deputy Manager

Date

Date Posted on Village Website:	By:
Newspaper information: Village Newspaper Name	Run Date(s)
Other Newspapers Name	Run Date(s)
Other Newspapers Name	Run Date(s)
Other Newspapers Name	Run Date(s)
Other Methods of Advertising:	

New Employee's Name: _____ **Start Date:** _____

