



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:** _____

