

POSITION NOTIFICATION
WHITE BEAR LAKE AREA SCHOOLS
Personnel Requisition – For ALL Positions

Please complete all entries and be as descriptive as possible in describing job duties, education and experience sections. **Forward to Director of Human Resources for Signatures & Status of Request.**

Job Title: _____

Reason for Request: (Why does this position exist or why needed) _____

Salary Per (Year): _____

Hours Per Day: _____

Days Per Week: _____

Department: _____

Location: _____

Date Needed: _____

IS THIS POSITION (Please Check ONE Box):

- Addition (budgeted)
- Addition (non-budgeted)
- Replacement Replaces: _____

Please Check Appropriate Box(es):

- Does this need to be posted? Yes No
- Does advertising need to occur? Yes No
- Has position been filled? Yes No If yes, by whom? _____

Account Number: _____
(MUST BE FILLED IN BY PERSON MAKING REQUEST, OR REQUEST WILL BE DENIED)

Approval by Business Services Office Yes No **Initialed by Peter Willcoxon, Sr.:** _____

Job Duties:

Education Required: _____

Experience Desired and /or Special Requirements: Specific skills or knowledge unique to this position.
 Include any licenses/certifications required. _____

THE FOLLOWING SIGNATURES ARE REQUIRED FOR APPROVAL:

| | |
|---------------------------------|--------------------|
| Requested By: _____ | Date: _____ |
| Building Admin: _____ | Date: _____ |
| Business Services: _____ | Date: _____ |
| Human Resources: _____ | Date: _____ |

*****STATUS OF REQUEST*****

| | | |
|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Other |
| <input type="checkbox"/> Posted | <input type="checkbox"/> Advertised | <input type="checkbox"/> On Hold |