

**TOWN OF MANCHESTER, CONNECTICUT**  
**REQUEST TO FILL POSITION**

**Section I - To Be Completed by Department**

The recruitment process may take several months depending on the position to be filled. Please keep this in mind as you learn of upcoming position vacancies and submit this form with ample advance notice for the benefit of your department. Complete Section I of this form and forward to the Human Resources Department along with a copy of the justification submitted to the General Manager for approval to fill the position.

Job Class Name: \_\_\_\_\_ Group/Union: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Job Class Code: \_\_\_\_\_ Position Number: \_\_\_\_\_ **(Consult with HR if necessary.)**

Hours	Wage	Hourly	Annual Salary
Biweekly _____	Grade _____	Rate _____	(Step One) _____

Account No: _____	_____	_____	_____
Organization	Object	Project #	Percent

**Reason for Vacancy:** **Attach written justification** addressing the issues of need, alternative means of providing the service, cost, etc. made to General Manager for approval. Include the name of previous incumbent.

\_\_\_\_\_  
\_\_\_\_\_

Is Current Job Description Accurate? /  / Yes /  / No      Date Reviewed: \_\_\_\_\_

Is there any additional information you can provide regarding assignments or requirements for expediting recruitment?

\_\_\_\_\_  
\_\_\_\_\_

Can you suggest special recruitment sources? \_\_\_\_\_

Effective Date of Opening: \_\_\_\_\_

Division Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**Section II - To Be Completed By Human Resources**

Board of Directors' Authorized Position? / \_\_\_\_ / Yes / \_\_\_\_ / No      Vacancy No. \_\_\_\_\_

Date of Last Eligibility List: \_\_\_\_\_      Salary Survey Completed? / \_\_\_\_ / Yes / \_\_\_\_ / No

Human Resources Certification: \_\_\_\_\_ Date: \_\_\_\_\_

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General Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_