

TOWN OF MILFORD

DEPARTMENT OF HUMAN RESOURCES



Job Requisition Form

Today's Date _____

Job Title of New/Vacant Position _____

Department _____

Hiring Manager _____

Position Classification	Full-time	Exempt	Salaried
	Part-time	Non-exempt (hourly)	Hourly

Reason for Recruitment <i>(New or updated job descriptions must be attached for all positions.)</i>	Replacement Position	Union Agency Other (specify): Ex: Contract, Temporary, Seasonal.
	Reallocated Position <i>(reallocation of vacant, budgeted position within department)</i>	
	Budgeted New Position	
	Non-budgeted New Position	

Name of person being replaced:		Title of current vacant position:	
Current pay grade/range:		Recommended pay grade/range:	
Have the duties of the position changed <i>(If yes, provide details in position justification section below)</i>	_____ Yes _____ No	Requested Start Date of: Start AD: _____ End AD: _____	

Position Justification:

Rationale: *Indicate what changes were made to the job description.*

Check if justification is attached separately.

Approvals	Signatures	Date
Hiring Manager	_____	
Department Head	_____	
Finance	_____	
Town Administrator	_____	

All signatures must be in place before forwarding to HR (over)

