



BLOOMINGTON PUBLIC SCHOOLS
Office of Human Resources

**EMPLOYMENT
REQUISITION**

To be completed by the supervisor and
submitted to Human Resources

Unit (Circle One):

Admin/Non-Unit
Clerical
Community Ed

Custodial/Bus
Food Service
Licensed

Health Service
Paraprofessional

Position # _____ **Position Title** _____

Location: _____ **Building** _____

Department/Area _____

_____ New Position **OR**
_____ Replacement: (Name) _____

Status of Position (Circle one): Permanent Temporary Substitute

Start Date: _____

Length of Position (if not permanent): From _____ to _____

Position Information:

FTE _____

Circle One: 12 month **OR** 10 month Days/Year _____ Hours/Day: _____

Days/Week (Complete if less than 5 days/week): M T W TH F

Required Licensure: _____

Experience/training required: _____

Major Responsibilities: _____

Posting Status (Circle): Internal posting (district employees only) **OR** Internal and External posting

Supervisor _____ Date _____

APPROVALS:			
Dept/Bldg Administrator _____	Date _____		
HR Office _____	Class _____	Wage _____	Date _____