



EMPLOYEE REQUISITION

Part 1: To Be Completed By Department Management

POSITION TITLE

DEPARTMENT

SUBMITTED BY

REASON FOR HIRING

Existing Vacancy Replacing
New Position

SCREENING OF APPLICANT SHALL INCLUDE (Check all that apply)

Drug Test Physical Test Skill Test
Mental Exam Background Check

FLSA STATUS

Exempt Non-Exempt

BARGAINING UNIT

N/A Communications Center
Sheriff (Deputies) Sheriff (CO/Secretary) Engineer

CIVIL SERVICE STATUS

Classified Unclassified

EMPLOYMENT STATUS (Check one in each column)

Full-Time Regular
Part-Time Temporary
Intermittent Interim
Student Seasonal

RATE OF PAY

PER

ANTICIPATED START DATE

APPROVAL

Supervisor's Signature



EMPLOYEE REQUISITION

Part 2: Board of Miami County Commissioners Approval

FILLING OF VACANCY	Approved	Rejected
FISCAL OFFICIAL CONFIRM FUNDING TO PAY	Yes	No
POSITION MAY BE FILLED ON OR AFTER	_____	

DATE

APPROVED BY RESOLUTION # _____