

LI CHILD AND FAMILY DEVELOPMENT SERVICES, INC.

PERSONNEL REQUISITION FORM OPEN POSITIONS

TO: Director of Human Resources

FROM:	
	(SUPERVISOR) (SITE#/CENTER)
RE:	VACANCY
DATE:	

(NAME AND POSITION) has	
<input type="checkbox"/> transferred	(SITE#/CENTER)
<input type="checkbox"/> promoted to	(SITE#/CENTER – POSITION)
<input type="checkbox"/> resigned	
<input type="checkbox"/> terminated	
Effective date	

PLEASE ADVERTISE FOR THIS POSITION AS DETAILED BELOW

POSITION	
BILINGUAL	<input type="checkbox"/> YES <input type="checkbox"/> NO
HRLY. SALARY/BIWEEKLY SALARY	
# OF HOURS PER WEEK	
# OF WEEKS PER YEAR	
SITE#/CENTER	

Central Administration Use Only		
Initial _____ Director/Supervisor	Initial _____ Human Resources	Initial _____ CEO