



Pleasantville Public Schools



Home of the Greyhounds

PERSONNEL REQUEST FORM

Position Title: _____ F/T P/T

Position Location: _____

Effective Date: _____ What % of F.T.E: _____

PURPOSE OR REQUEST:

- TO FILL A VACANT POSITION
- TO CREATE A NEW POSITION
- APPOINTMENT (HR USE ONLY)
- REPLACEMENT TEACHER
- PROMOTION
- TRANSFER OF PERSONNEL (COMPLETE BELOW)

NAME OF EMPLOYEE TO BE REPLACED: _____

JUSTIFICATION: _____

EMPLOYEE TO FILL POSITION: _____

SUBMITTED BY: _____
PRINCIPAL/ADMINISTRATOR

DATE: _____

APPROVED BY: _____
BUSINESS ADMINISTRATOR

DATE: _____

FUNDING SOURCE/ACCOUNT #: _____

POSITION CODE: _____

SUPERINTENDENT APPROVAL: _____

DATE: _____

STATE MONITOR: _____

DATE: _____

HUMAN RESOURCES: _____

DATE: _____