

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: _____ Date _____

New Board Approved Position(s): yes ☐ no ☐ No. of Position(s): _____

Position Title: _____ Full-time ☐ Part-time ☐
Exempt ☐ Non-exempt ☐

Pay Grade: _____ Salary Range: _____

Funding: _____

Work Calendar: _____ Reports to: _____

REMARKS/COMMENTS

Justification:

Signed _____
Originator Date

POSITION PROFILE (May include a job description)

Please attach job description.

PERSONNEL COMMITTEE CONCURRENCES

| | |
|--------------------------------|------------|
| Signed _____ | Date _____ |
| Signed _____ | Date _____ |
| Signed _____ | Date _____ |
| Signed _____ | Date _____ |
| Signed _____ | Date _____ |
| Signed _____ | Date _____ |
| Signed _____ Superintendent | Date _____ |