POSITION REQUEST FORM

Revision date: March 2011

The following section will be completed by the Budget Officer	
POSITION NUMBER:	**EMPLOYEE CLASS:**

The information below is required for the creation of a position				
Position Title: Department:	Salary Scale Placement: ☐ hourly ☐ salaried	No. of Vacancies:	Campus: ☐ A ☐ C ☐ M ☐ H ☐ CTC	
Required Start Date:	Position End Date (if applicable):	Budget Code:	Contact Person:	UFV phone number:

HOURS OF WORK: _____

REASON FOR REQUEST:

☐ New position ☐ Ed leave replacement ☐ Sick leave replacement ☐ Conversion

☐ Vacancy ☐ Release ☐ Extension ☐ Other _____

OTHER INFORMATION (ie: funding source, name of person being replaced, etc.):

STAFF	FACULTY	STUDENT		
☐ Permanent ☐ Exempt	☐ Permanent	☐ Co-op	☑ General	☐ ECE up to 500 hours
☐ Temporary ☐ Director	☐ Temporary	☐ Model	☐ Lab Monitor	☐ Patrol & Security
% full time: _____	% full time: _____	☐ Work-Study	☐ Wardrobe Assistant	☐ Greenhouse Worker

Advertising information required for Job Postings:

FORM OF ADVERTISEMENT:

☐ Internal Only

☐ Advertise locally in Abbotsford News and Chilliwack Progress

☐ Advertise in Vancouver Sun

☐ Other advertising? Please note that these advertisements are paid out of your department budget

Name of publication:_____

Name of publication:_____

Budget code: _____

APPROVALS	NAME	SIGNATURE	DATE
Supervisor/Dept. Head			
Dean/Director			
Vice President			
Budget Officer			
Employee Relations	Lisa Kwak		

To be completed by Employee Services:

Posting Number: _____ Closing date: _____