

CITY OF PROVIDENCE
Posting Request Form/ Request to Fill Vacancy



Date of Request: _____

Position Title: _____

Pay Grade/Salary: _____

Department + Requester's Name _____

Division: _____

Is position represented by Local Union 1033? Yes No

REQUEST TYPE

- Request for Posting of Position
 Request to Fill Vacancy without Posting or Advertisement (If checked, please explain)

Request to Advertise in Specific Media Outlet(s) (If checked, please specify)

Other Request(s) or Special Circumstances (If checked, please explain)

POSITION TYPE

- Limited Permanent Seasonal
 Full-Time Part-Time Other _____

WHY is the position VACANT?

JOB DESCRIPTION

Did you make REVISIONS to the JOB DESCRIPTION Yes No

PLEASE ATTACH a copy of JOB DESCRIPTION & SPECIFY the REVISIONS, if any.

FUNDING

Is this POSITION:

ALLOWED & FUNDED? Yes No (If NO, please explain)

GRANT FUNDED? Yes No If YES, What is the GRANT Funding Source?

Are BENEFIT COSTS covered by the GRANT award? Yes No

Has Funding been RECEIVED? Yes No

Will the City be REIMBURSED? N/A Yes No

(If YES, please explain).

FOR HR USE ONLY:

APPROVED DENIED PUT ON HOLD UNTIL: _____