Request for Local Hire

Requester: _____   Date of Request: _____

Program Area: _____   Number of positions
to be advertised: _____

Title of Position: _____   Years of Experience: _____

Job Duties:

Experience Requirements:

Education Requirements:

Skills Required:

Report to: _____

Requested Report Date: _____   Duration of Assignment (days): _____

Notes:

Program Manager Approval: _____   Date: _____