

# 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: \_\_\_\_\_