

Ada County Highway District

Regular Employee Request

<i>Department/Division:</i>		<i>Date:</i>
<i>Contact Person:</i>		
<input type="checkbox"/> <i>Full-Time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/> <i>Replacement</i>		<i>Work Hours:</i> <i>Lunch Hours:</i>
<i>Requested Position Title:</i>		
<i>Classification Grade:</i>		<i>Starting Hourly Rate:</i>
<i>Is this position budgeted?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>		
<i>Desired Starting Date:</i>		
<i>Reason for Request:</i>		
<i>Position Description: (please specify duties):</i>		
APPROVED:		
<i>Division Supervisor:</i>		<i>Date:</i>
<i>Department Manager:</i>		<i>Date:</i>
<i>Personnel:</i>		<i>Date:</i>
<i>Director:</i>		<i>Date:</i>
FOR PERSONNEL USE ONLY:		
<i>Date Advertised:</i>	<i>In-House:</i>	<i>Public:</i>
<i>Applicants Interviewed:</i>		
<i>Employee Selected:*</i>		
<i>Start Date:</i>		
* Attach a statement as to why this person was selected.		