



Archdiocese of Baltimore Employment Requisition

Req #: _____ (to be assigned by HRS)

Date: _____
Position Title: _____
Department: _____ Division/Office: _____
Hiring Manager: _____
Requested Start Date: _____

Position Details

Job Description attached? Yes No Last revision date? _____

Hours per week _____ Full-time Part-time

Is this position grant funded? ___ Yes ___ No If yes please list grant: _____

Justification

Please list justification for this position.

Reason for Recruitment

Budgeted New Position Consolidation of two or more positions

Replacement for _____
\$ _____ (salary)

Non-Budgeted New Position

*A Non budgeted position must be approved by the Executive
Director of the Department*

Additional Requisition details

Special advertising/recruitment request: _____

Approvals

Executive Director Approval _____ Date _____

Vicar General Approval _____ Date _____

PLEASE SUBMIT TO HUMAN RESOURCES WITH JOB DESCRIPTION ATTACHED

SUBMITTED BY _____ DATE _____



**Archdiocese of Baltimore
Employment Requisition**

Req #: _____ (to be assigned by HRS)

HUMAN RESOURCES DEPARTMENT USE

Requisition Received by _____

Position Details

Date Posted: _____ Hiring range: _____

Job Code: _____ Grade: _____ FLSA Status: Exempt Non-exempt

Job Offer Details

Direct Hire: Yes No

Agency Hire: Yes No

Date of Offer: _____

Contact: _____

Date offer accepted: _____

Bill rate: _____

Agency: _____

Name: _____

Start date: _____

Salary: _____

HR Offer Approved _____ Date _____