**Archdiocese of Baltimore
Department of Human Resources
Employment Requisition**

|  |  |  |
| --- | --- | --- |
| **Position:**  |  | **Location:**  |
| **Weekly Schedule:**  | **Daily/Weekly Hours:**  |
| **Must be Practicing Catholic?**  |  | **Start Date:**  |  | **Salary Range:**  |  |
| **New Position?** |  | **Replacement for:** |  |
| **Does this position have a current job description?** | Yes No | **I would like HR to contact me to assist in developing\* :** | Please list all needs |

Please provide the following information for the hiring process **contact person**.

|  |  |
| --- | --- |
| **Name**:  | **Position**:  |
| **Phone**:  | Fax:  | **Email**:  |

**Position Summary:** Please include a brief statement about the open position

**Job Responsibilities:**

* Add as many bullets as you need

**Qualifications:**

* Add as many bullets as you need

**Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please email this form to Eileen Bowman,** **ebowman@archbalt.org** **for posting on the Archdiocesan website.**

**If you requested additional support, you will receive a call or email within two business days.**

**HR 1/2018**