**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 Connie Vagrin, Employee Relations Manager, for positions open in Baltimore City, Baltimore County and Harford County:** [**connie.vagrin@archbalt.org**](mailto:connie.vagrin@archbalt.org) **and Regina McCurdy, Sr. Employee Relations Manager, for positions open in Allegany County, Anne Arundel County, Carroll County, Frederick County, Garrett County, Howard County and Washington County:** [**rmccurdy@archbalt.org**](mailto:rmccurdy@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**