



### Request to Fill a Position

#### Human Resources Office, Whitehall Township

This form is to be completed when a candidate has been selected for an open job position. Please fill out all fields.

<b>Date Created:</b>
<b>Position Information</b>
<b>Department:</b>
<b>Position Title:</b>
<b>Successful Candidate:</b>
<b>Salary/Compensation</b> (Please defer to CBA. Non-union positions shall defer to Deputy Mayor for compensation/funding approval):
<b>Justification: Please use the space provided below to explain why this candidate has been selected for this position and how they meet required job criteria.</b>
<b>Onboarding Information</b>
<b>Requested Start Date</b> (Please allow at least 2-3 weeks for preemployment screenings):
<b>Required Supplies</b> (Please describe all items that will need to be ordered/set up before candidate's start date. Ex: email address, software logins or IT setup, any office supplies that need to be ordered).

**Bureau Chief Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Human Resources Approval:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Deputy Mayor Approval:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_