

### **APPLICATION TO ESTABLISH A POSITION**

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department:

Title of position to be established:

What bargaining unit (if any) does this position belong to:

Is the departmental organization chart included that identifies the placement of the position?

If there are multiple similar positions, is each one identified in the organizational chart?

What is the contemplated source of funding?

Statement of justification for establishment of position:

### **HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW**

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding: