

REQUEST TO HIRE PARK DISTRICT POSITION (not TAP)

Revised 12/05/19 AL

NOTE: You must have an existing position control number (PCN); and your budget must support your request. Please allow at least two weeks to receive a newly requested PCN.

Requested by:

Date requested:

Your e-mail address:

Your contact number:

**Spanish (required) - Auth.
form required**

Spanish 1 (spoken
only)

Spanish 2 (speak &
write)

Position requested to fill:

Position work location:

Check all boxes that apply. (hiring manager responsible for requesting/setting up items below)

Needs e-mail

Needs cell phone

Needs business cards

Needs p-card

Needs office furniture

Needs desk phone

Needs computer access

List of computer programs needed

Other

Other items needed that are not listed above

Standard Uniform Issue (For MOU approved positions only):

Full-time staff receive 4 shirts, 4 pants and/or shorts, jacket, belt and nameplate (cost approx. \$700).

Part-time staff receive 2 shirts, 2 pants and/or shorts, jacket, belt and nameplate.

Select the item(s) you prefer for your employee.

Shirt style:

Hat style:

Jacket

Belt

Pant/Shorts

Name Plate

List of other uniform items:

Other

Position Details:

POSITION DUTIES. Describe the duties, responsibilities, or type of work for the position.assignment. **(Not the generic job classification.)**

PREFERRED Knowledge, Skills & Abilities (KSA's), not required to qualify for the classification, yet believed to shorten training and instruction time on the job (e.g., specific experience, professional license, hardware/software, technical skills, lead/supervisory skills, etc.) If multiple, rank high to low.

IMPORTANT Knowledge Skills & Abilities (KSA's), not required to qualify for the classification, yet thought to ensure candidate success, (e.g., (education, professional license, related experience, hardware/software, technical skills, lead/supervisory skills.)

ESSENTIAL Physical Abilities necessary to perform of the job. Examples: lifting and carrying equipment; standing, walking bending, movement/manipulation of objects/equip., etc. Include the frequency performed, (daily, monthly, etc.)

Physical Exposures such as heat, smells, animals, etc., the employee will encounter while performing the duties of the job. **If none, please put N/A.**

Other information you need the recruiter to know.