

**REQUEST TO FILL VACANCY**  
Allegany County Department of Human Resources

(1) TITLE of POSITION: \_\_\_\_\_ (2) POSITION CONTROL #: \_\_\_\_\_

(3) BUDGET ACCOUNT #: \_\_\_\_\_

(4) DEPARTMENT: \_\_\_\_\_ (5) GRADE: \_\_\_\_\_ (6) SALARY RANGE: \_\_\_\_\_

(7) NEW POSITION: YES NO REPLACING: \_\_\_\_\_ (LDW): \_\_\_\_\_

(8) WHY FILL THIS POSITION: \_\_\_\_\_

(9) HOURS OF WORK: \_\_\_\_\_ SCHEDULE: \_\_\_\_\_

(10) TYPE OF APPOINTMENT:

(a) Regular: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

(b) Temporary: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

(c) Emergency: \_\_\_\_\_ Reason: \_\_\_\_\_

(d) Grant Funded: YES NO GRANT: \_\_\_\_\_

(11) POSTING: In-House: \_\_\_\_\_ Concurrent: \_\_\_\_\_ Advertise: \_\_\_\_\_

(12) ADVERTISING REQUESTS: \_\_\_\_\_

(13) JOB DESCRIPTION ATTACHED: YES  
Additional Information: \_\_\_\_\_

(14) DESIRED DATE TO FILL POSITION: \_\_\_\_\_

(15) DEPARTMENT CONTACT: \_\_\_\_\_ (PHONE) \_\_\_\_\_

APPROVALS:

(16) DEPARTMENT HEAD: \_\_\_\_\_ (DATE) \_\_\_\_\_

(17) BUDGET CONTROL: \_\_\_\_\_ (DATE) \_\_\_\_\_

(18) HUMAN RESOURCES: \_\_\_\_\_ (DATE) \_\_\_\_\_

(19) COUNTY ADMINISTRATOR: \_\_\_\_\_ (DATE) \_\_\_\_\_

(20) NAME OF PERSON FILLING VACANCY: \_\_\_\_\_ (DATE OF TRANSFER/HIRE) \_\_\_\_\_

(21) TRANSFER/HIRE PROCESS COMPLETE: \_\_\_\_\_  
(Human Resources Representative)