

**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)