



Recruitment Request Form Constitutional Office Positions

Position Information:					
Department:		Manager:			
Position Title:		Grade:		Steps:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		Pay rate:			
<input type="checkbox"/> New position <input type="checkbox"/> Existing position		<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			
Former Incumbent:					
Advertising Information:					
Post vacancy to:	<input type="checkbox"/> County employees <input type="checkbox"/> General public				
Posting timeframe:	<input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks <input type="checkbox"/> Other (specify):				
Include advertisements in:	<input type="checkbox"/> Dinwiddie Monitor <input type="checkbox"/> Richmond Times Dispatch <input type="checkbox"/> Progress Index <input type="checkbox"/> Other (specify):				
Approval:					
_____			_____		
Constitutional Officer			Date		