

ROBSTOWN INDEPENDENT SCHOOL DISTRICT  
PERSONNEL REQUISITION FORM

- Notification of a vacancy is the responsibility of the principal or department administrator and can be communicated to the Office of Human Resources by completing a Personnel Requisition Form.
- Send the signed, completed form to the Office of Human Resources.
- The Office of Human Resources will contact you for specific qualifications desired.

**Requisition:**

Position Title: \_\_\_\_\_ Campus/Department: \_\_\_\_\_  
New Board approved position  Yes  No  N/A Board Approved Date \_\_\_\_\_  
Number of positions Approved: \_\_\_\_\_ Replacement for: \_\_\_\_\_  
Full-time  Part-time  Substitute/Temporary   
Length of Assignment: \_\_\_\_\_ Work Schedule: \_\_\_\_\_  
Expected Start Date: \_\_\_\_\_ Daily Hours \_\_\_\_\_  
Salary : \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Daily Rate: \_\_\_\_\_  
Payroll Coding (1): \_\_\_\_\_  
Payroll Coding (2): \_\_\_\_\_  
Payroll Coding (3): \_\_\_\_\_  
Newspaper advertisement needed: Yes  No   
Local Advertisement/District Website needed: Yes  No

**Reason:**

Resignation  Transfer to \_\_\_\_\_  
 Termination  Leave of absence \_\_\_\_\_  
 Retirement  Other \_\_\_\_\_  
 Deceased

**Position Profile:** *(May include a job description)*

Education (major/minor, if applicable): \_\_\_\_\_  
Credential/License Requirements: \_\_\_\_\_  
Experience: \_\_\_\_\_  
Knowledge/Skills/Abilities (job-related):  
Required: \_\_\_\_\_  
Desirable: \_\_\_\_\_  
Behavioral Factors (personality traits related to job): \_\_\_\_\_  
Physical/Mental Demands: \_\_\_\_\_  
Extracurricular Duties: \_\_\_\_\_

**Verification:**

Supervisor signature \_\_\_\_\_ Date: \_\_\_\_\_  
Campus/Department \_\_\_\_\_

**For Office Use Only:**

Reviewed By: \_\_\_\_\_  
Assistant Superintendent for Human Resources Signature  
Date: \_\_\_\_\_  
 Denied  
 Approved Superintendent's Signature or Designee  
Date: \_\_\_\_\_