

**CITY OF DEL RIO, TEXAS  
HUMAN RESOURCES DEPARTMENT  
PERSONNEL REQUISITION FORM**

**DEPARTMENT** \_\_\_\_\_ **NUMBER OF POSITIONS TO FILL** \_\_\_\_\_

**DIVISION** \_\_\_\_\_ **DATE TO BE FILLED ON** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**STATUS**

FULL TIME

PART TIME

TEMP

**SALARY INFO**

GROUP \_\_\_\_\_

PAYRATE \_\_\_\_\_

**REASON FOR VACANCY** \_\_\_\_\_

**ADVERTISE TO PUBLIC** YES  NO

**INTERNAL POSTING ONLY**

**IF YES, STATE IF YOU WISH TO POST  
IN LOCAL NEWSPAPER OR OTHER.** \_\_\_\_\_

*(will depend on advertising funds in HR budget)* \_\_\_\_\_

*We affirm that our department or division  
has sufficient funds to provide the necessary  
equipment and supplies for this employee.*

\_\_\_\_\_  
DIVISION SUPERVISOR DATE

\_\_\_\_\_  
DEPARTMENT HEAD DATE

**ARE FUNDS BUDGETED / AVAILABLE** YES   
**FOR THIS POSITION.** NO

\_\_\_\_\_  
COMMENT FINANCE DIRECTOR DATE

**CITY MANAGER SIGNATURE REQUIRED ONLY IF POSITION IS UNFUNDED**

**APPROVED**  \_\_\_\_\_

**DENIED**  \_\_\_\_\_

\_\_\_\_\_  
COMMENTS

\_\_\_\_\_  
CITY MANAGER DATE