

EMPLOYMENT REQUISITION

SECTION 1 (SUPERVISOR/PRINCIPAL)

Requested Action (Please Check One)

- Post Job
 Add Additional Job Duties (Academic or Sports)
 Rehire
 Transfer

Job Title _____ School/Location _____

Employee or Rehire _____ Requested Start Date _____

Employee Replacing (If Applicable) _____ Last Day Worked _____

For JOB POSTING Only, Check ONE Box on EACH Line Below		
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Interim
<input type="checkbox"/> Part Time (Less than 30 hours)	<input type="checkbox"/> Full Time (More than 30 hours)	
<input type="checkbox"/> Replacement	<input type="checkbox"/> New Position	
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salaried	

Description of Duties for **JOB POSTING** _____

Detail **ADDITIONAL DUTIES** _____

TRANSFER

In-SCHOOL Transfer

Transfer From _____ Part Time/Full Time (Circle)
 Transfer To _____ Part Time/Full Time (Circle)
 School/Location _____

In-SYSTEM Transfer

Transfer FROM _____ Part Time/Full Time (Circle)
 School/Location _____
 Transfer To _____ Part Time/Full Time (Circle)
 School/Location _____

Additional Comments _____

 Principal/Supervisor Signature

 Date

SECTION 2 (HUMAN RESOURCES)

Munis Requisition Number _____ Headcount _____ Position # _____
 Release/Post Date _____ File Label _____ jobs4tn.gov
 Inform Email Date _____ ID Badge _____ Teachers-Teachers.com