

**City of Rochester, NH
Personnel Requisition Form**

Section 1: To be completed by Hiring Department and sent to Human Resources

Hiring Department _____

Position Title _____ # of positions _____

Full time Part time Regular Temporary/Seasonal

Bi-weekly work hours: _____ Requested date to fill: _____

Standard advertising:

In-house City website NHMA website Foster's print ad

Other _____

Other _____

Person to be contacted by Human Resources regarding this request:

Name: _____ Phone # _____

Department Head signature _____ Date _____

Section 2: To be completed by Human Resources Department

Position Control # _____ Date received: _____

of Applicants received by closing date _____

Position filled by _____ Start date: _____

Unsuccessful candidate notice date _____

Destroy Date (per RSA 33-A:3-a) _____

HR Approval _____ Date: _____