



**Town of Natick**  
**Employment Requisition Request**

<b>Date</b>	<b>Job Title</b>	<b>Department</b>
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**Reason:**       New Position       Replacement

If replacement, name of person leaving/left \_\_\_\_\_ Employee # \_\_\_\_\_

**Requested Start Date:**                      **Circle One:**      Regular    Seasonal    Temporary

**Circle One:**      Full Time    Part Time      **Note:** If part time, is the position benefits eligible:  Yes     No

**Rate of Pay:**    Hourly \_\_\_\_\_      **ORG Number** \_\_\_\_\_      **OBJECT Number** \_\_\_\_\_

**Union Position**     Yes     No

**Annually** \_\_\_\_\_      **Union Affiliation:** \_\_\_\_\_

Have the duties of the position changed:  Yes     No      If so, please outline specific duties and qualifications required to perform the function. Also, include any specific licenses required.

**Department Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Personnel Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_