

Request to Fill a Position

Human Resources Office, Whitehall Township

This form is to be completed when a candidate has been selected for an open job position. Please fill out all fields.

Position Information Department: Position Title: Successful Candidate: Salary/Compensation (Please defer to CBA. Non-union positions shall defer to Deputy Mayor for compensation/funding approval): Justification: Please use the space provided below to explain why this candidate has been selected for this position and how they meet required job criteria. Onboarding Information Requested Start Date (Please allow at least 2-3 weeks for preemployment screenings): Required Supplies (Please describe all items that will need to be ordered/set up before candidate's start date. Ex: email address, software logins or IT setup, any office supplies that need to be ordered). Bureau Chief Signature: Date:/ Human Resources Approval: Deputy Mayor Approval: Deputy Mayor Approval: Date:/	Date Created:	
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