

NIAGARA FRONTIER TRANSPORTATION AUTHORITY JOB REQUEST FORM

Serving the Niagara Region

Instructions for completing the Job Request Form (Rev 4/08)

- This form must be signed by the appropriate Director before it is submitted to Human Resources
- Human Resources will forward this form to the EEO Department and to the Executive Director for approval.
- No search will begin until the Executive Director has approved this form.
- A specific job description must accompany this form.
- For all **EXTERNAL** searches, attach the "Request to Advertise" and accompanying documents to this Form.

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Branch/Department Department Manager		Check One: Internal Search
Position Title		External Search If search is external , please attach
Salary RangeProposed		the "Request to Advertise" form
New Position: Yes No Is this position budgeted for: Yes No		
Employment Category	Requested Start Date:	
Full Time Part Time		
Permanent Temporary		
Represented Union:	Reason for Vacancy:	
Non-Represented		
FOR APPROVAL BY DIRECTOR		
Signature	Date	Phone
FOR APPROVAL BY HUMAN RESOURCES	Io	h Catagowy
		b Category
Signature Date	Jo	b No.
FOR APPROVAL BY EQUAL EMPLOYMENT OPPORTUNITY/DIVERSITY DEVELOPMENT		
Signature Date		
FOR APPROVAL BY EXECUTIVE DIRECTOR		
Signature Date		