OCMBOCES
Committed to Your Success

RECRUITMENT REQUEST

☐ Classified (Civil Service) ☐ Unclassified (Teaching/Administration)

☐ New Position - Requires attached copy of Position Requisition or date Position Requisition was approved by Board. _____
(Date of Board approval)

☐ Replacement for_____
(Name of Employee being replaced)

Position Title: _____Supervisor: _____

Program Name: _____ Work Location: _____

Type of Certification required for the position: _____

Work Year: ☐ 12 months ☐ 10 months Work Day: ☐ Office (8.0)

Calendar: ☐ Office ☐ Teacher ☐ Teacher (7.25)

Full-time: ☐ ☐ Part-time: _____Hrs/week

What type of recruiting is needed:

	Yes	No
Newspaper:	☐	☐
OCM WEB:	☐	☐
OLAS:	☐	☐

If Yes, please check which publication:
- ☐ Cortland Standard
- ☐ Ithaca Times only
- ☐ Rochester, Binghamton, Ithaca & Elmira (RBIE)
- ☐ Syracuse Newspapers
- ☐ INDEED.COM _____
(required email address for responses)

Budget Code:_____

Date Requested: _____ Date Recruited: _____

Personnel Use Only (c: Billing)

DATE:	_____	DATE:	_____	DATE:	_____
BUDGET:	_____	BUDGET:	_____	BUDGET:	_____
PUBLICATION:	_____	PUBLICATION:	_____	PUBLICATION:	_____
AMOUNT:	_____	AMOUNT:	_____	AMOUNT:	_____
RUN DATES:	_____	RUN DATES:	_____	RUN DATES:	_____

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