

Sandwich Public Schools Personnel Requisition Form

(to be sent to the Superintendent of Schools after signed by administrator)



New Position Replacement Replacing: _____

Certified Non-Certified Full time Part time

Position Title: _____ Grade (if applicable): _____

School: _____

Department: _____

Date for Posting: _____ Will outside advertising be needed? _____

Job Description (if needed, the ad will be taken from this description)

Qualities/Attributes/Skills/Experiences: (Job applications will be provided based on these descriptions).

Funding Source: _____

SIGNATURES: to be signed in order as listed

Building Principal: _____ Date: _____

Director of Pupil Services
(if Special Education): _____ Date: _____

Director of Facilities
(if Custodian/Maintenance): _____ Date: _____

Director of Finance &
Business Operations: _____ Date: _____

Superintendent: _____ Date: _____