



WINDSOR LOCKS PUBLIC SCHOOLS

CENTRAL OFFICE

58 South Elm Street, Windsor Locks, Connecticut 06096-2399

Telephone: 860 292-5000 Facsimile: 860 292-5003

www.wlps.org

STAFFING REQUEST FORM

Request is made by: _____

School/Department: _____

Signature: _____ Date: _____

Choose one of the following:

a. Title of **existing** position to be filled: _____ FTE: _____

Reason/Replacing: _____

b. Title of **new** position to be filled: _____ FTE: _____

Rationale: _____

Request position be posted: _____ Internal _____ External _____ Both

Note 1: Submit completed form to the Director of Finance and Operations.

Note 2: No interviews are to be conducted until the **approved** form is returned to the requestor.

Required Approval and Signatures

Finance Office

Director of Finance & Operations
Funding: \$ _____ Account: _____

Funding available ___Yes ___No Date: _____

Superintendent of Schools

Approved: ___Yes ___No Date: _____

Human Resources

Executive Director of Human Resources

Revise Job Description: ___Yes ___No

Posted: _____ Closes: _____

Note: Finalized form will be copied to requestor; Finance and HR