



# 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](http://www.wlps.org)

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### 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.

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#### 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  
Posted: \_\_\_\_\_ Closes: \_\_\_\_\_

Revise Job Description:  Yes  No

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